COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
May 31, 2017
12:00pm

AGENDA

I. Call to Order

a. Moment of Silence/Pledge of Allegiance *(Please Stand)*

b. Reading of the "Promise of Community Action" *(Please Stand)*

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

c. Roll Call

Garth Corrigan	*Curtis Floyd*	*Fred Plane*	*Warren Peterson*
Janea Benton	*James Camp*	*Jim Childress*	*Lorena Fernandez*
Craig Henderson	*Mike Maggard*	*Yolanda Ochoa*	*Marian Panos*
Ana Vigil			

II. Approval of Agenda

III. Approval of meeting minutes

a. Minutes of April 26, 2017 Board of Directors meeting – ***Action Item (p. 1-8)***

IV. Introduction of Guests/Public Forum: *(The public may address the Board of Directors on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

V. Special Presentations

VI. New Business

a. Appointment of Guadalupe Perez as Greater Bakersfield Low Income Sector Representative on CAPK Board of Directors – Jeremy Tobias, Executive Director – ***Action Item (p. 9-10)***

b. 2016-2017 Head Start/Early Head Start Children's Learning Outcomes and Program Self-Evaluation – Leslie Mitchell, Administrator of Education and Support Services - ***Info Item (p. 11-31)***

c. Migrant Childcare Alternative Payment (MCAP) Program Self-Evaluation Annual Report – Susana Magana, MCAP Program Manager – ***Info Item (p. 32-39)***

d. Award of Internet Service Contract and Authorization to Sign Notice to Proceed – Emilio Wagner, Director of Operations – ***Action Item (p. 40-80)***

e. Public Hearing of the CAPK 2018-2019 Community Action Plan – Ralph Martinez, Director of Community Development – ***Info Item (p. 81-151)***

f. Non Federal Share waiver request for EHS Child Care Partnership – Yolanda Gonzales, Director of Head Start/State Child Development – ***Action Item (p. 152)***

g. Reorganization of Head Start Management Staff and Addition of One New Position – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item (p. 153-159)***

h. Updates to Procurement Procedures Manual – Lauren Wright, Acting Business Manager - ***Action Item (p. 160-161)***

i. Leases for Head Start Locations – Lauren Wright, Acting Business Manager – ***Info Item (p. 162)***

VII. <u>Committee Reports</u>

a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes of May 17, 2017 ***(p. 163-167)***
   ii. Program Reports
      1. April 2017 Outreach and Advocacy Report ***(p. 168)***
      2. April 2017 Program and Division Reports ***(p. 169-182)***
      3. Application Status Report and Funding Requests ***(p. 183-188)***
         a. Target Distribution Center for Shafter Youth Center
         b. Target Distribution Center for CAPK Food Bank
         c. United Way of Kern County for CAPK Food Bank
      4. Head Start / State Child Development April Enrollment Update and Meals Report ***(p. 189)***
      5. 2017-2018 Recruitment and Selection Plan Summary of Changes ***(p. 190-192)***

b. Budget & Finance Committee Report – Christine Anami, Director of Finance – ***Action Item***
   i. Minutes of May 24, 2017 ***(p. 193-197)***
   ii. Application Status Report and Funding Requests ***(p. 198-203)***
      1. Target Distribution Center for Shafter Youth Center
      2. Target Distribution Center for CAPK Food Bank
      3. United Way of Kern County for CAPK Food Bank

iii. Kern Head Start and Early Head Start Budget to Actual for the Period Ending February 28, 2017 ***(p. 204-206)***
iv. Head Start and Early Head Start Budget to Actual Reports for the Period Ending April 30, 2017 ***(p. 207-214)***
v. Reorganization of Head Start Management Staff and Addition of One New Position ***(p. 215-221)***
vi. Discretionary Fund Update ***(p. 222)***
vii. Financial Statements, April 2017 **(Section 3 of binder)**

VIII. <u>Advisory Board Reports</u>

a. Head Start Policy Council Report – Janelle Gonzalez, Program Governance Coordinator - ***Action Item (p. 223)***
    i. Minutes of April 26, 2017 ***(p. 224-226)***

b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – ***Action Item***
    i. Verbal Report

IX. <u>Executive Director Report</u> – Jeremy Tobias, Executive Director – ***Action Item***

a. Report on Annual Humanitarian Awards Banquet Held on May 18, 2017.

b. Community Action Partnership Annual Convention ***(p. 227-228)***

X. <u>Board Member Comments</u>

XI. <u>Closed Session</u>

a. Public Employment – Director of Finance (Government Code Section 54957)

b. Reconvene into Open Session

XII. <u>Close Session Report</u>

XIII. <u>Next Scheduled Meeting</u>

Board of Directors Meeting
Wednesday, June 28, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. <u>Adjournment</u>

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm May 26, 2017. Paula Daoutis, Administrative Assistant.

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
April 26, 2017
12:00pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:10 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

a. Moment of Silence/Pledge of Allegiance
b. Reading of the "Promise of Community Action"
c. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Fred Plane, Janea Benton, Lorena Fernandez, Mike Maggard, Yolanda Ochoa (12:22 pm), Marian Panos, Ana Vigil.

Absent: James Camp, Curtis Floyd, Craig Henderson, Warren Peterson

Others Present: Jeremy Tobias, Executive Director; Ralph Martinez, Director of Community Development; Yolanda Gonzales, Director of Head Start / State Child Development; Emilio Wagner, Director of Operations; other CAPK staff.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for April 26, 2017. Carried by unanimous vote. (Plane/Fernandez).

III. Approval of meeting minutes

a. Minutes of March 29, 2017 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the April 26, 2017 Board of Directors meeting. Carried by unanimous vote. (Plane/Panos).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

a. Presentation to Charlie Rodriguez, Board Member, for 21 years of service to Community Action Partnership of Kern – Jeremy Tobias, Executive Director.

Jeremy Tobias thanked Charlie Rodriguez for his years of service to the people of Kern County, and shared images of Charlie at various community events throughout his tenure. Jeremy presented Charlie with a plaque and a baseball cap reading "CAPK Community Action Champion."

Charlie thanked the Board, saying, "This is a big thing for me. I'm involved in a lot of the community and CAPK is number one."

Ralph Martinez made additional comments and thanked Charlie on behalf of Jeremy and the Division Directors, and presented him with a card and gift certificate.

VI. New Business

a. Appointment of Jimmie D. Childress as Private Sector Representative on CAPK Board of Directors – Jeremy Tobias, Executive Director – ***Action Item***

Jeremy provided a brief overview of the Private Sector Representative recruitment process, and summarized applicant Jim Childress. Garth Corrigan confirmed his approval of the appointment.

Motion was made and seconded to appoint Jimmie D. Childress as a member of the CAPK Board of Directors. Carried by unanimous vote. (Maggard/Panos).

b. Results from Head Start CLASS Observations – Yolanda Gonzales, Director of Head Start / State Child Development – ***Info Item***

Yolanda presented the CAPK Head Start CLASS Observation results and spoke of the importance of a positive climate, teacher sensitivity, and engagement and support of children. During the CLASS Observations 48 classrooms were reviewed, and 3 centers were reviewed twice for consistency. CAPK was the highest scoring grantee in Region IX – among Hawaii, California, Nevada, and Arizona. This is the result of professional development, targeted assistance to teachers, and a team of mentor coaches.

CAPK exceeded the national average from years 2015 & 2016 and have improved in the various domains.

c. Revisions to the Head Start and State Child Development Program Options – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Jerry Meade provided an overview of the blending of federal and state funds to create a full-day, full-year program option. Based on current projections, the State had indicated that CAPK would not be able to earn the full contract, resulting in the need for revised program options and change in the allocation of blended sites. Region IX is satisfied with the proposed options.

The Union is aware and understanding of the need to make this change to keep our funding levels, and will be involved to assist employees transitioning from 12-month to 10-month employment. Some families will be affected by the changes, but staff has selected centers with the least number of children returning in the new school year, or are entering a second-year next year. Families will not begin the new program option until June 2018, allowing for a seamless transition for both staff and families as they will be informed of this change well in advance.

Jerry responded to questions from Board members regarding the loss of the Stella Hills classroom, and the impact this will have on the children and their families. Jeremy added that the school district informed CAPK that they could no longer host the Stella Hills classroom, unfortunately with a very short notice. The district is assisting with identifying alternate options. Jerry stated that alternate locations have been offered to these families, and staff will be absorbed at other locations with existing vacancies.

Motion was made and seconded to approve the proposed revisions to the Head Start and State Child Development Program Options. Carried by unanimous vote. (Fernandez/Vigil).

d. Early Head Start Child Care Partnerships Refunding Application – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Jerry reported that we are preparing to submit the Year 3 Application for continued funding for the Early Head Start Child Care Partnerships. There are no changes to the program's service delivery options at this time. The funding will include $684,096 in base funds and $16,800 in training and technical assistance. The grant will continue to support 56 children.

Motion was made and seconded to approve the Early Head Start Child Care Partnerships Refunding Application. Carried by unanimous vote. (Plane/Ochoa).

e. CAPK Succession Plan for Executive Director – Brady Bernhart, Community Development Specialist – ***Action Item***

Ralph Martinez reported that this has come before the Board several times now as an information item for feedback, and a revision was made to incorporate the addition of a new position, Director of Administration, who will act as the primary back-up in the absence of the Executive Director. The Director of Community Development is identified as the secondary back-up, and the Director of Health & Nutrition Services as the tertiary back-up. After receiving feedback at multiple Board meetings, we are now prepared to recommend approval of this plan.

Motion was made and seconded to approve the proposed CAPK Succession Plan for the Executive Director. Carried by unanimous vote. (Plane/Vigil).

f. Allocation of Wells Fargo Funds Awarded to CAPK in October 2016 – Ralph Martinez, Director of Community Development – ***Action Item***

Ralph reported that funding in the amount of $20,000 from Wells Fargo for a Microloan & Financial Literacy program had been on hold since the Board had decided not to move forward with the program. Following discussions with Wells Fargo, the $20,000 will now be used to fund additional components of the PREP Works program at CAPK's youth centers, including increased work experience hours, financial literacy, and a savings program. Ralph mentioned that the possibility of a stipend had been explored, but the better option was to consider program participants as employees of the agency. HR has been pleased with the quality of the applicants.

Motion was made and seconded to approve the allocation of Wells Fargo funds awarded to CAPK in October, 2016. Carried by unanimous vote. (Benton/Fernandez).

g. Vendor Contract Extension and Aggregate Amount – Lauren Wright, Acting Business Manager – ***Action Item***

Lauren Wright requested the Board approve the continuation of CAPK's contract with Michael K. Brown Landscape & Maintenance Company, Inc. for an additional year. The extension will be the first of three one-year extension options. The total aggregate amount for one year will be $332,600 and includes the monthly maintenance and possible additional services.

Motion was made and seconded to approve the Vendor Contract Extension and Aggregate Amount and authorize the Executive Director to execute the Addendum. Carried by unanimous vote. (Plane/Maggard).

h. New Leases and Lease Extensions for Head Start Locations – Lauren Wright, Acting Business Manager – ***Action Item***

Lauren presented two lease extension options and two new proposed leases for approval. Lauren first identified an error in square footage for the Faith Head Start Program, located at 1900 Faith Street in Bakersfield. The correct square footage of the building is 2,299 sq. ft. and not 2,900 sq. ft. as noted on page 36 of the agenda packet.

Lauren stated that she is removing the Pacific & Owens Head Start location from the Agenda as there have been some recent developments and she is currently renegotiating the lease agreement and is not asking for board approval for that lease at this time.

Fred questioned the lease for the Faith Head Start location, noting that an annual increase of 8% - 9% was steep, and much higher than the inflation rate. Lauren indicated that the lease was established in 2012 with an annual increase of 0.10 cents per square foot. Lauren reported that the terms are month-to-month and she will revisit the terms with the landlord. Fred requested further information, but indicated that if the agreement cannot be renegotiated, staff can move forward with the lease. Jeremy said they will review the history of the agreement, as often there are other issues at play, such as the availability of leasable Child Care space in that neighborhood, or possibly an original below market lease rate to help us move in, then a catch-up provision later. However, having said that, it is a good point and Jeremy is recommending the Board direct staff to go back to the landlord to continue to negotiate the lease rate and to determine if a better lease rate is possible, and report back to the Board next month.

The St. Johns location agreement begins on May 1, 2017; however, the program will not open until August due to necessary improvements.

Motion was made and seconded to approve the New Leases and Lease Extensions for Head Start locations, excluding the Faith and the Pacific & Owens locations. Carried by unanimous vote. (Plane/Maggard).

VII. <u>Committee Reports</u>

a. Audit and Pension Committee Report – Christine Anami, Director of Finance – ***Action Item***
   i. Minutes of April 6, 2017 (p. 52-56).
   ii. Brown Armstrong Plan for the 2016/2017 Audit (p. 57-66).
   iii. Employee Pension Plan Quarterly Update Mutual America.
   iv. Discussion of Pension Plan Benchmark Study.
   v. Review of Prior Year Audit Recommendations and Corrective Actions (p. 67-131).
   vi. State CSD Monitoring Report of the Energy Program (p. 132-160).
   vii. Upcoming Program Reviews.

Jeffry Looker reported that Brown Armstrong presented their plan for the 2017 Audit objectives and deliverables. Mutual of America provided a snapshot of their services and an overview of the data for rate of return for the CAPK employee pension plan. The results of a Pension Plan Benchmark Study is expected by mid-May. Staff addressed the prior year audit recommendations and the resulting corrective actions. Upcoming program reviews include the Head Start CLASS review; CSD review of the Department of Energy grant in May; and CSBG review in June.

Motion was made and seconded to approve the Audit and Pension Committee Reports. Carried by unanimous vote. (Plane/Fernandez).

b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes of April 12, 2017 (p. 161-165).
   ii. Program Reports:
      1. March 2017 Program and Division Reports (p. 166-178).
      2. Application Status Report and Funding Requests (p. 179-182).
         a. Kern Family Health Care for CAPK Food Bank.
      3. Head Start / State Child Development March Enrollment Update and Meals Report (p. 183).
      4. March 2017 Outreach and Advocacy Report (p. 184).

Ralph reported two recent awards; $5,000 from United Way of Kern County for the CAPK Food Bank, and $2,500 from Tri-Counties Bank for CAPK VITA. Ralph remarked that funding from United Way has declined in recent years. Staff also presented a funding request of $2,500 to Kern Family Healthcare to purchase tables, chairs, and shade cover for the new Senior Food Program, to make distributions more comfortable for elderly clients.

Mike Maggard wanted to know whether we ensure that the individuals who receive food assistance truly have a need. Mike mentioned recent reports he had heard of an increase in the homeless population, possibly resulting from Los Angeles transporting homeless individuals into Kern County, and asked if we know how many homeless we serve. Jeremy reported that CAPK's main constituency is the working poor and that the number of clients we serve and the pounds of food we provide have increased consistently over the past few years. We do track our client data and we can take a look at our service numbers for those that identify as homeless. Often the clients self-certify so they have easy access to the food that we distribute at locations across the County. Ana Vigil added that the types of food provided at Food Bank distributions are not suitable to homeless individuals, who lack storage and refrigeration, and prefer a hot meal that they can consume immediately. Jeremy agreed, and stated that he will look into the homeless statistics at the Food Bank. He also mentioned that 2-1-1 Program Manager Esperanza Contreras is a member of the Homeless Collaborative and he will suggest she bring the issue to the attention of the group.

Motion was made and seconded to approve the Program Review & Evaluation Committee report. Carried by unanimous vote. (Ochoa/Vigil).

c. Budget & Finance Committee Report – Christine Anami, Director of Finance – ***Action Item***
   i. Minutes of April 19, 2017 (p. 185-189).
   ii. Application Status Report and Funding Requests (p. 190-193)
      a. Kern Family Health Care for CAPK Food Bank
   iii. Head Start and Early Head Start Budget to Actual Reports for the Period Ending March 31, 2017 (p. 194-208)
   iv. Discretionary Fund Update (p. 209)
   v. Financial Statements, March 2017 (Section 3 of binder)

Jeffry Looker reported that for the fiscal year ending February 28, 2017, there was a net increase in the discretionary funds of about $17,000. There were no unusual or noteworthy transactions in the financial statements for March 2017.

Motion was made and seconded to approve the Budget & Finance Committee Reports. Carried by unanimous vote. (Plane/Fernandez).

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Lorena Fernandez, Policy Council Representative – ***Action Item***

i. Minutes of the March 30, 2017 meeting (p. 211-214).

Lorena provided a report of the Head Start Policy Council.
Motion was made and seconded to approve the Head Start Policy Council Report. Carried by unanimous vote. (Benton/Vigil).

b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – ***Action Item***

Ralph reported that the Kern County Superintendent of Schools reached out and are able to provide dinners to participants of the after-school program at the Friendship House, as part of their "At-Risk After School Meal Program" for low-income areas.

Motion was made and seconded to approve the Friendship House Advisory Report. Carried by unanimous vote. (Benton/Fernandez).

IX. Executive Director Report – Jeremy Tobias, Executive Director – ***Action Item***

a. Update on Annual Humanitarian Awards Banquet (verbal report)
Jeremy provided an update on preparations for the upcoming Banquet to be held on May 18, 2017. He reported that we are ahead of where we were last year in sponsorships, and thanked Board Vice-Chair Curtis Floyd for donating radio ads.

b. Jeremy also reported that for the first time in five years all CAPK staff, including staff from outside of Kern County, will come together in one location for the Staff Development Day on April 27, 2017. The event will be held at Pioneer Village from 12:30 pm to 4:30 pm. Board members are welcomed and encouraged to attend.

Motion was made and seconded to approve the Executive Director Report. Carried by unanimous vote. (Plane/Panos).

X. Board Member Comments

Yolanda commended the Weatherization program and reported that the Valley and Lake Isabella communities are benefiting from the information and services.
Jaime Orona, CAPK Food Bank Manager, introduced himself to the Board. Garth welcomed Jaime and thanked Charlie for his years of service.

Fred reported that he has received compliments on our food distribution at CSUB, where many students are affected by food insecurity He has also recommended the service to several of his students.

Janea reported that Senate Bill 441 has passed committee and is going to the Senate Appropriations Committee. Janea encouraged Board members to sign a letter of support of

CAPK's Migrant Childcare Alternative Payment Program. Carmen Segovia will circulate the letters and information to the board.

Mike reminded the Board about the Give Big Kern crowdfunding campaign coming up on May 2, 2017, and encouraged everyone to participate in the Board Giving Challenge to qualify for a drawing of $1,000 in donations.

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, May 31, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:54 pm.

Community Action Partnership of Kern

Memorandum

To: Board of Directors

From: Jeremy T. Tobias, Executive Director

Date: May 31, 2017

Subject: *Agenda Item VI(a):* Appointment of Guadalupe Perez as Greater Bakersfield Low-Income Sector Representative on CAPK Board of Directors - **Action Item**

Long time CAPK Board Member Charlie Rodriguez's term as the Greater Bakersfield Low-Income Sector Representative ended on March 29th, 2017.

Advertising the Vacancy
Staff initiated recruitment for the vacancy in February by publishing announcements in English and Spanish-language newspapers throughout Kern County. A link to the application and additional information was posted on www.capk.org and shared on the main CAPK Facebook page, and on CAPK program pages. The vacancy was advertised on flyers posted at 25 Head Start centers and 6 WIC sites in the Greater Bakersfield region.

Staff also reached out to marketing contacts at: Kern County Superintendent of Schools, who forwarded our announcement to Bakersfield-area collaboratives and family resource centers; Greater Bakersfield Chamber of Commerce; Kern County Black Chamber of Commerce; Kern County Hispanic Chamber of Commerce; and others.

Applicants
By the extended application deadline of February 27th, 2017, only one incomplete application had been submitted for the position. After further recruitment efforts, staff was contacted by several individuals interested in the position and received two completed applications. The Elections Committee (Board Members Yolanda Ochoa, Craig Henderson, and Fred Plane) conducted interviews with the two candidates on May 25th, 2017, and recommended Ms. Guadalupe Perez for the position.

Recommendation:
Staff and the Elections Committee recommend that the Board approve the appointment of Guadalupe Perez as the Greater Bakersfield Low-Income Sector Representative on the CAPK Board of Directors.

Attachment: Statement of Interest from Guadalupe Perez

Guadalupe Perez: Statement of Interest (April 20, 2017)

"I wish to serve on the Board because I am passionate about helping my community. I will bring my own personal background to help with strategic planning, fundraising, and budgeting. I know I will be an asset for Community Action Partnership of Kern Low-Income Sector because I currently do nonprofit work. At UFW, our mission is to open the doors of opportunity to working people and their communities. We envision a clear path to social integration & civic participation for immigrants and their children. I work directly with low-income families that may not have food on their tables, those facing separation from their families due to immigration matters, or individuals that need resources to be able to survive daily. I enjoy being involved with my community because I raise awareness, bring resources and help guide others to do the same type of work in our community. I want to be a voice for my community by sharing my experiences."

Guadalupe (Lupe) Perez is a lifelong resident of Kern County with a Bachelor's of Science in Psychology from the University of Phoenix. Lupe is employed as a Supervisor with the UFW Foundation. Lupe feels that her experience in Strategic Planning, Fundraising, Program Planning & Evaluation, along with her other skills and experience, will be an asset to the CAPK Board.

2016-2017
Children's Learning Outcomes
and
Program Self-Evaluation Presentation

Presentation Overview

- About the Desired Results System
- Overview of Assessment Results
- Overview of Spring 2017 Parent Survey Results
- Overview of Spring 2017 Environmental Rating Scale Results
- Opportunities for Action

Infant Toddler Assessments

Infants – 0-17 Months

DRDP Domain Comparison for Infants

Average Developmental Level (ADL)

Approaches to Learning (ALT-REG)		Social & Emotional Development (SED)		Language & Literacy Development (LLD)		Cognition, Including Math & Science (COG)		Physical Development-Health (PD-HLTH)	
Resp. Earlier; ALT-Reg 1		Expl. Earlier; SED 3		Expl Earlier; LLD 3		Expl. Earlier COG 3		Exp. Earlier; PD-HLTH 6	
G-80%	**R-88.2%**	G-80%	**R-90.0%**	G-80%	**R-91.2%**	G-80%	**R-87.2%**	G-80%	**R-87.2%**

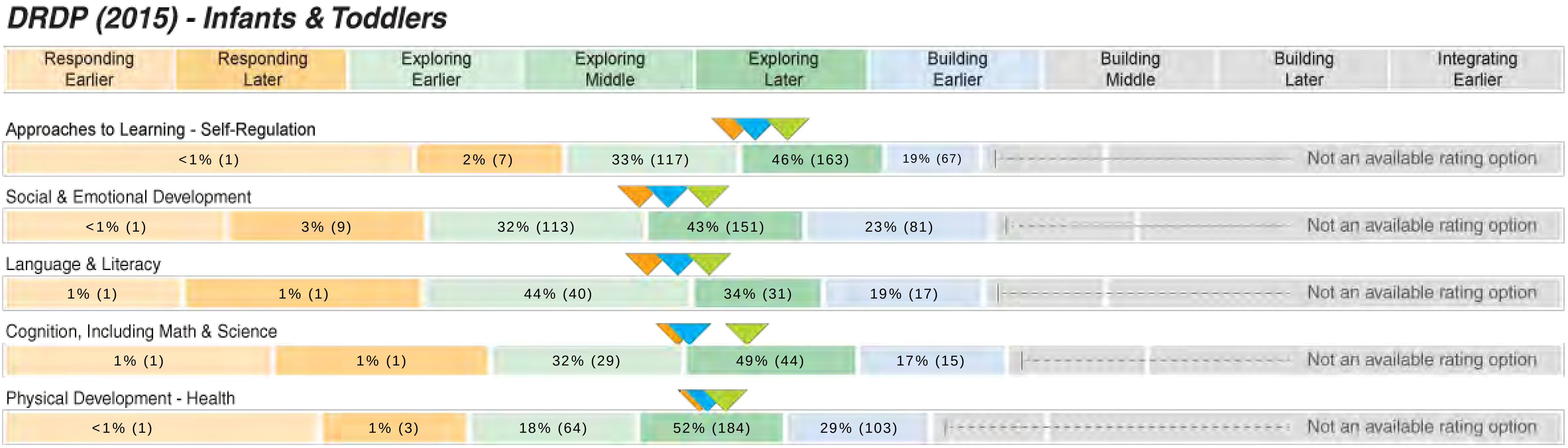
Infants Assessed in Spring: 73

Infant Toddler Assessments

Toddlers – 18-36 Months

DRDP Domain Comparison for Toddlers

Average Developmental Level (ADL)



Approaches to Learning (ALT-REG)		Social & Emotional Development (SED)		Language & Literacy Development (LLD)		Cognition, Including Math & Science (COG)		Physical Development-Health (PD-HLTH)	
Resp. Later ALT-Reg 1		Expl Later; SED 3		Expl. Later LLD 3		Expl. Later COG 3		Expl. Later; PD-HLTH 6	
G-60%	**R-74.2%**	G-55%	**R-86%**	G-60%	**R-63%**	G-60%	**R-68%**	G-60%	**R-86%**

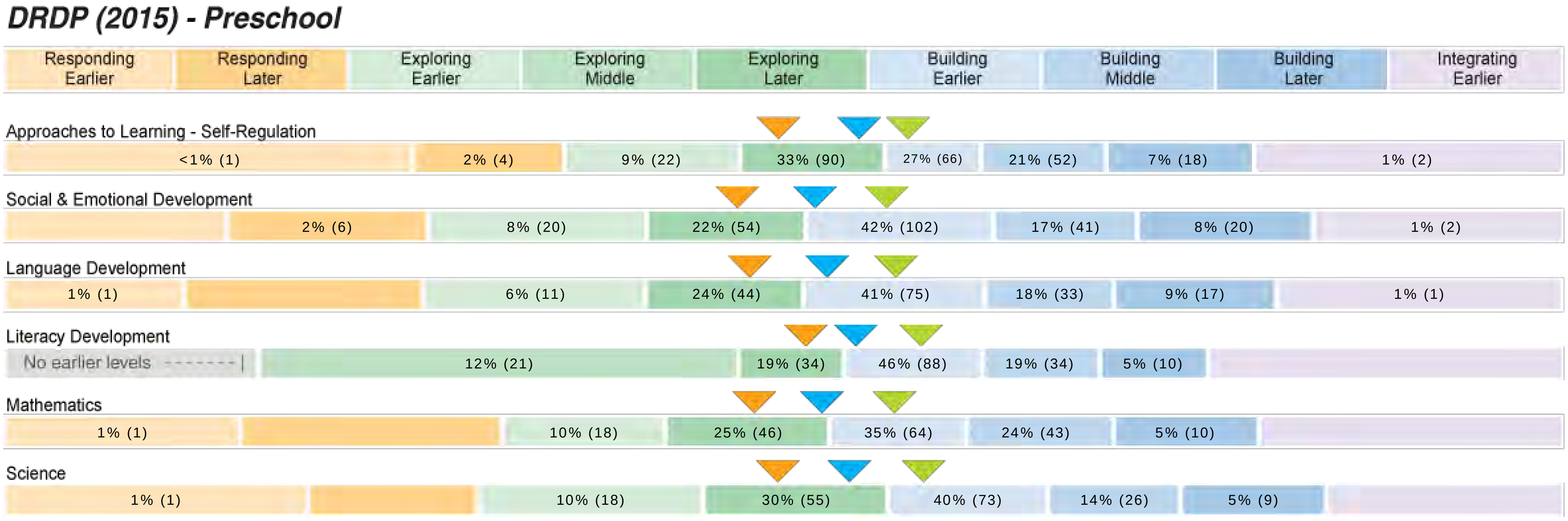
Toddlers Assessed in Spring: 358

Preschool Assessments

3 Year Olds

DRDP Domain Comparison – 3 Year Old Children

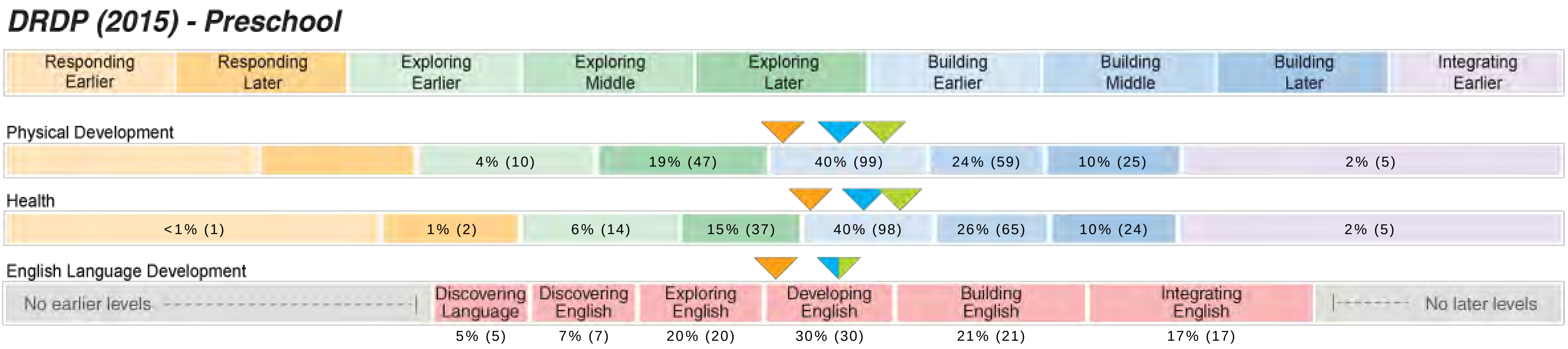
Average Developmental Level (ADL)



Children Assessed in Spring: 247

DRDP Domain Comparison – 3 Year Old Children (cont.)

Average Developmental Level (ADL)



Approaches to Learning (ALT-REG)		Social & Emotional Development (SED)		Language & Literacy Development (LLD)		English Language Development (ELD)		Cognition, Including Math & Science (COG)		Physical Development-Health (PD-HLTH)	
Exp. Later; ALT-Reg 5		Expl. Later SED 2		Expl. Later LLD 9		Dev. English; ELD 4		Expl. Later; COG 4		Expl Later; PD-HLTH 10	
G-80%	**R-98.8%**	G-80%	**R-98%**	G-80%	**R-97%**	G-60%	**R-72%**	G-80%	**R-98%**	G-80%	**R-98%**

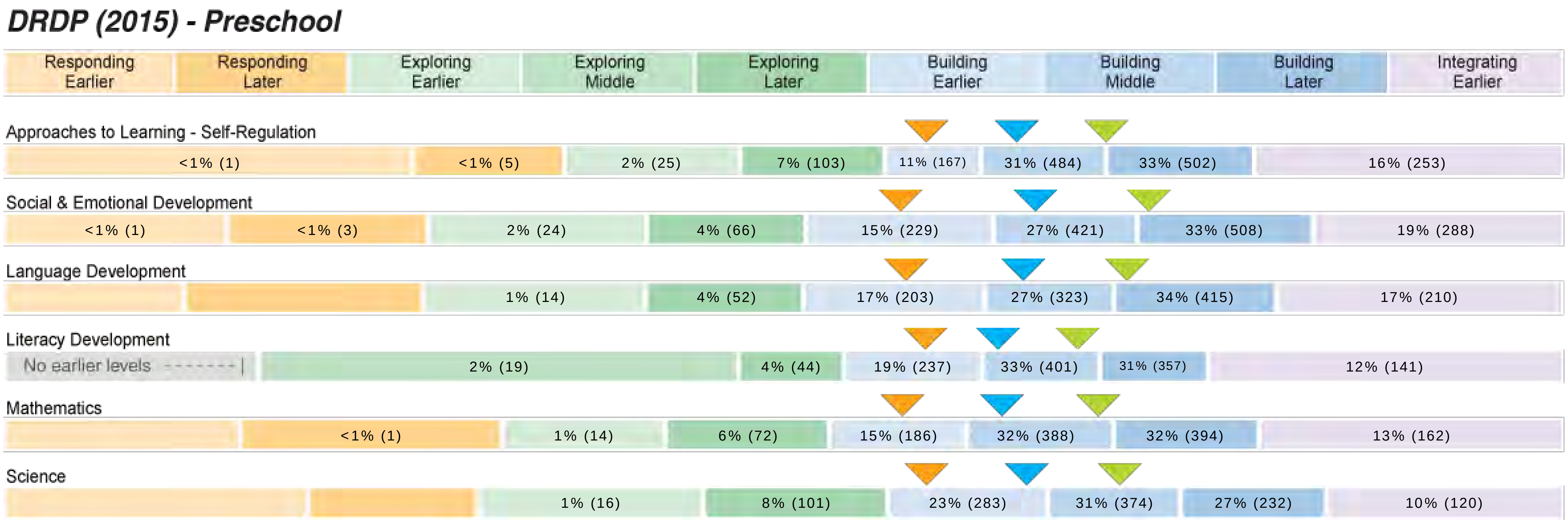
Children Assessed in Spring: 247

Preschool Assessments

4 Year Olds – Will Attend Kindergarten Next Year

DRDP Domain Comparison – 4 Year Old Children

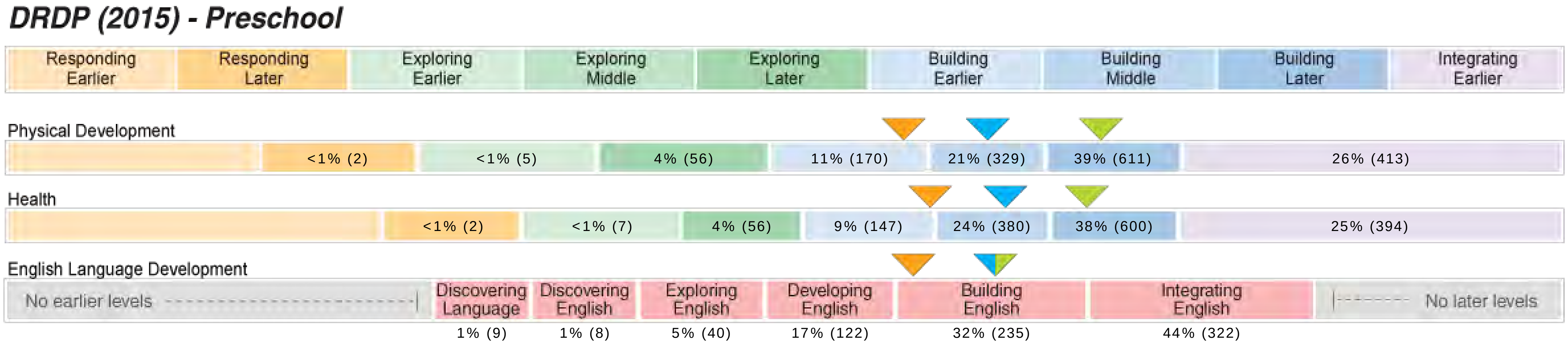
Average Developmental Level (ADL)



Children Assessed in Spring: 1,589

DRDP Domain Comparison – 4 Year Old Children (cont.)

Average Developmental Level (ADL)



Approaches to Learning (ALT-REG)		Social & Emotional Development (SED)		Language & Literacy Development (LLD)		English Language Development (ELD)		Cognition, Including Math & Science (COG)		Physical Development-Health (PD-HLTH)	
Build.Earlier; ALT-REG 5		Build. Earlier; SED 2		Build. Earlier LLD 9		Build. English; ELD 4		Build. Earlier; COG 4		Build. Earlier; PD-HLTH 10	
G-80%	**R-96.3%**	G-80%	**R-97%**	G-80%	**R-96%**	G-60%	**R-75%**	G-80%	**R-95%**	G-80%	**R-97.4%**

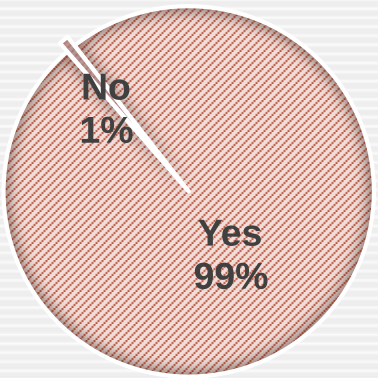
Children Assessed in Spring: 1,589

2016-2017 *Preliminary* Desired Results Parent Survey

How Satisfied Are Our Parents?

2016 - 2017 Parent Survey Results

SAFE & HAPPY



OVERALL QUALITY

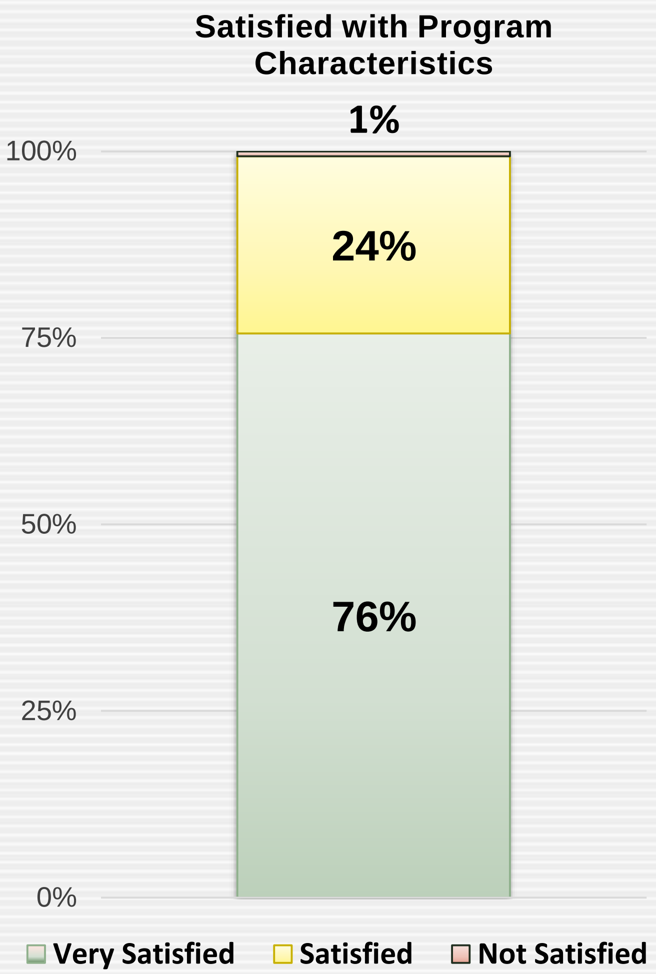
How Satisfied are you with the overall quality of the program?

Very Satisfied	76%
Satisfied	23%
Not Satisfied	0%

Do you feel that:	Yes	No
Your child is safe in this program?	99%	1%
Your child is happy in this program?	99%	1%

Have you received information from the program about the following?		
How children develop at different ages?	91%	9%
How your child is growing and developing?	96%	4%
How your child is doing in the program?	98%	2%
Schedule of daily activities?	96%	4%
What you can do to help your child learn and develop?	99%	1%
Parenting skills?	93%	7%
How to find other services in the community?	91%	9%
Where to report health or safety concerns and complaints?	94%	6%
Experience and training of program staff?	92%	8%
Discipline procedures?	92%	8%
How you can get involved with your child's program?	96%	4%

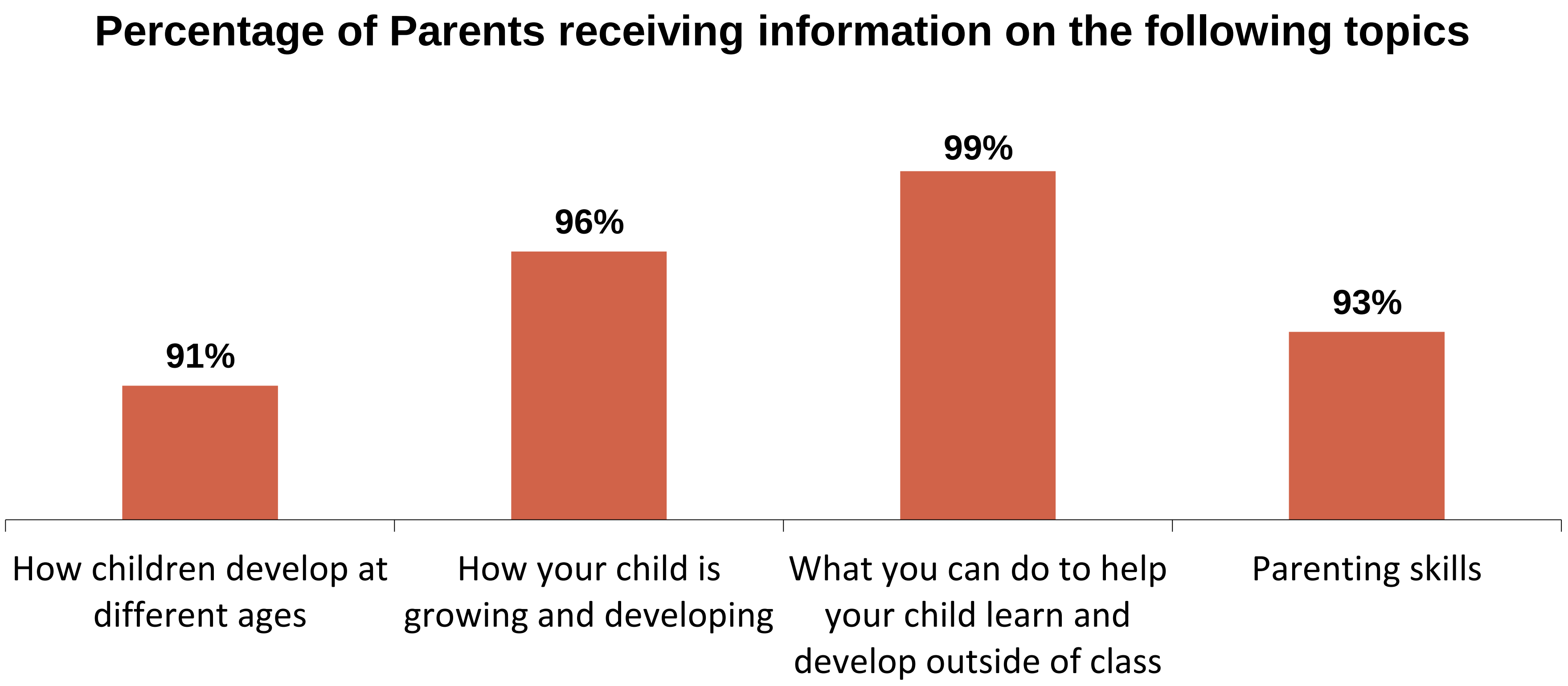
2016 - 2017 Parent Survey Results (cont.)



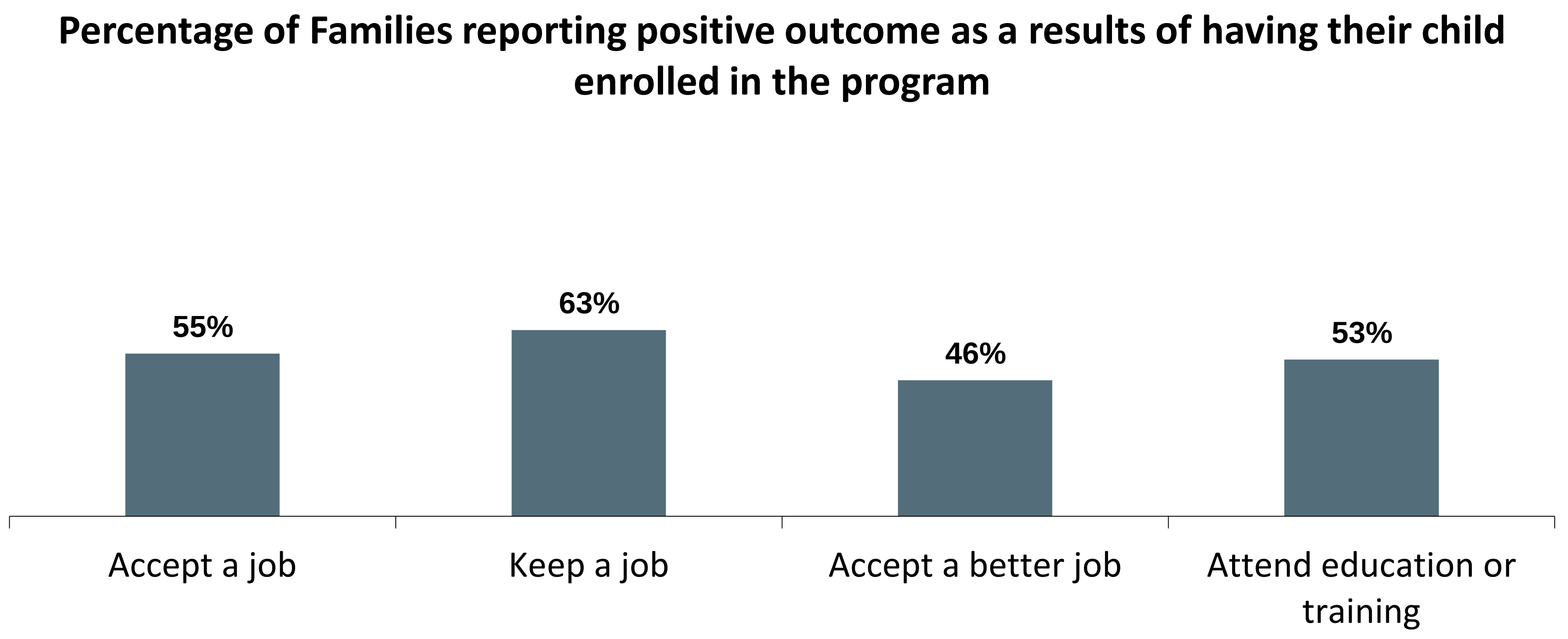
Has your child's enrollment in the program made it easier for you to:	Yes	No	N/A
Accept a job?	55%	8%	37%
Keep a job?	63%	4%	34%
Accept a better job?	46%	6%	47%
Attend education or training?	53%	9%	39%

How satisfied are you with these program characteristics?	Very Satisfied	Satisfied	Not Satisfied
Hours of operation	74%	26%	0%
Location of program	76%	24%	1%
Number of adults working with children	76%	22%	1%
Background and experience of staff	76%	24%	0%
Languages spoken by staff	79%	21%	0%
How program staff communicate with you	80%	19%	1%
Meeting the individual needs of your child	78%	21%	1%
Interaction between staff and children	77%	23%	0%
Interaction with other parents	68%	32%	0%
Parent involvement	67%	31%	1%
Equipment and materials	75%	25%	0%
Cultural activities	74%	25%	1%
Daily activities	78%	22%	0%
Environment	74%	25%	0%
Nutrition	77%	23%	1%
Health and safety policies and procedures	77%	22%	1%
How the program promotes learning and development	79%	20%	1%

We Help Our Families Support Their Child's Learning & Development



Our Families Achieve Their Goals



Environmental Rating Scale Results

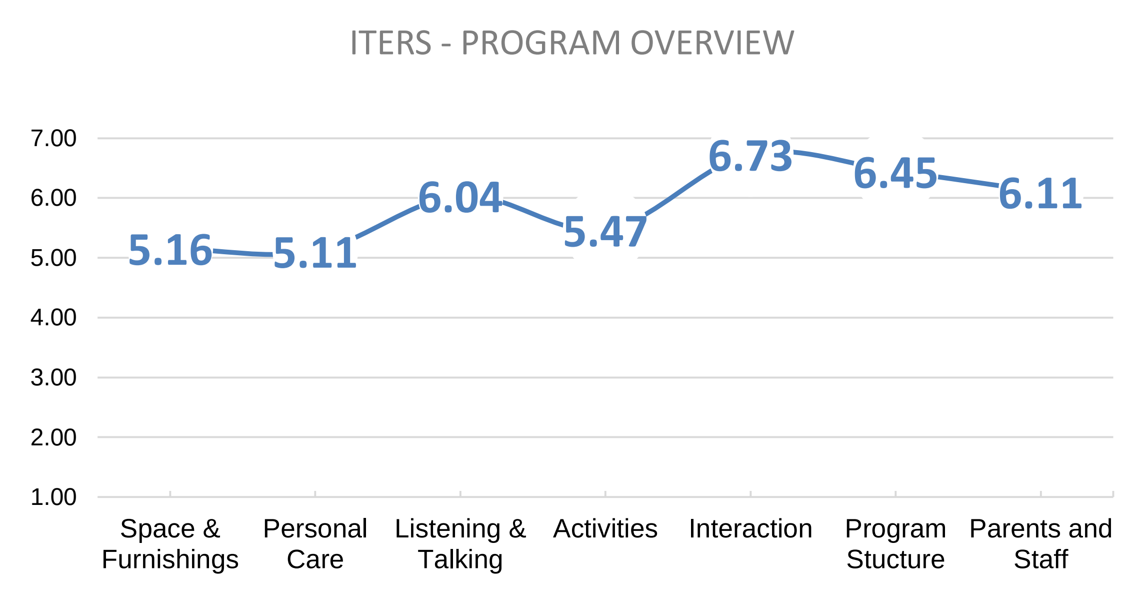
Spring 2017

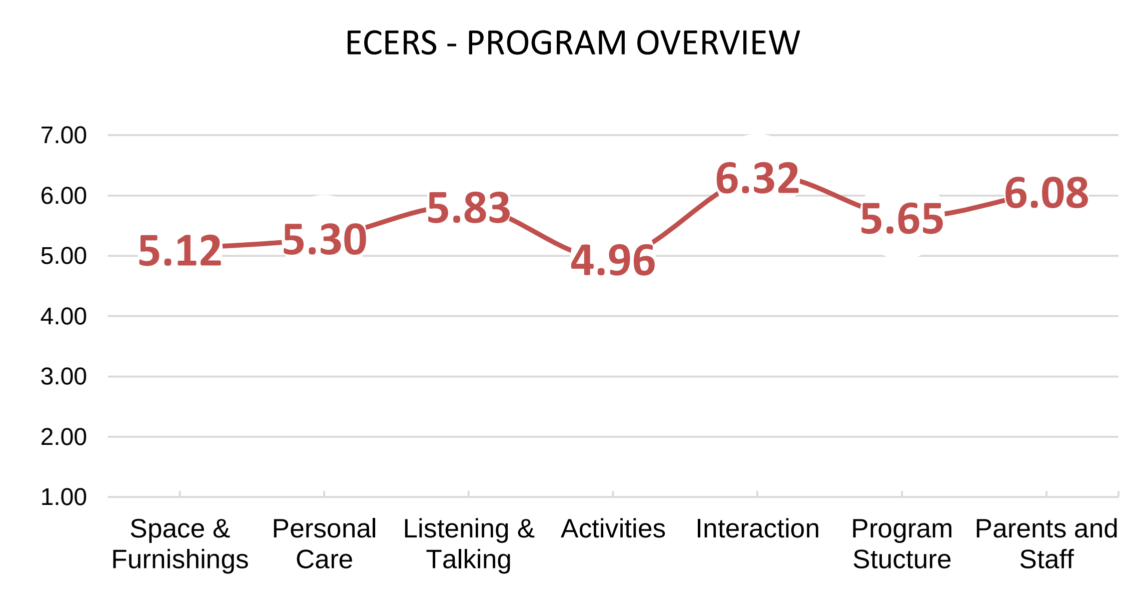
2016 - 2017 Environmental Rating Scale Results

5.8

Overall Average

5.5





Opportunities for Action

Creating an Action Plan

Some Highlights of our 2017-2018 Action Plan

- Parent involvement activities and training will be provided to offer strategies and build on parent skills and Language Literacy.

- The Education Team will research and train on five integral elements of quality teaching and learning including:

   1. Full implementation of Learning Genie, Online assessment and observation collection tool.
   2. Mentoring and Coaching to Fidelity with Creative Curriculum Preschool system; Infant/Toddlers and two's.
   3. Aggregating and analyzing assessment data to scaffold children's learning.
   4. Individualizing teaching practices for children according to their stage of development.
   5. Engaging parents in extending learning about School Readiness at home through effective parenting strategies.

- Teaching staff will be provided training and Professional Development throughout the year in the domains of Language Literacy, Mathematics, and Science.

- These Action Steps will be ongoing in the 2017-2018 school year.

- Expected completion will be at the end of April 2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Director

From: Susana Magana, MCAP Program Manager

Date: May 31, 2017

Subject: *Agenda Item VI(c):* Presentation of Program Self-Evaluation for the Migrant Childcare Alternative Payment Program Annual Report (PSE) – Info Item

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The Migrant Alternative Payment Childcare Program provides childcare services to migrant agriculturally working families through six entry counties (Kern, Kings, Tulare, Fresno, Madera, and Merced). This contract provides subsidies to eligible parents, so that they may better afford access to childcare.

The program is required by the California Department of Education (CDE) and Early Learning and Support Division to complete and submit a Program Self Evaluation (PSE) every year. The PSE for Fiscal Year 2016-17 is due to CDE on June 1, 2017.

The PSE consists of evaluating the following components of the program:

1. Plan for Parent Involvement- This component is not applicable to the Migrant Alternative Payment Childcare Program.
2. Governance and Administration which includes: family eligibility requirements; child need requirement verification; recording and reporting attendance; correct fee assessed; inventory records; alternative payment policies.
3. Standards, Assessment and Accountability which includes the annual evaluation plan. All other areas were not applicable to the Migrant Alternative Payment Childcare Program.
4. Opportunity and Equal Educational Access which includes: family selection; compliance and due process; and services responsive to family needs.
5. Teaching and Learning. This component is not applicable to the Migrant Alternative Payment Childcare Program.

The program's self-assessment was conducted May 8-19, 2017. A 15% sample of program families from the service month of January 2017 was selected. The audit sample included 34 family files, 40 childcare provider files and 40 attendance and reimbursement records and corresponding documentation. The findings were as follows:

- 34 out of 34 family files were in compliance in the area of family eligibility and need requirement. All files were well documented to support the family's authorization and the provider reimbursements.

- 40 out of 40 provider files were in compliance

- There were 4 family file and 3 provider file data entry errors. These errors were human errors and not systemic errors. Clerical errors didn't impact the need and eligibility of the family, nor the provider reimbursement.

Data entry errors have been corrected using the supporting documentation within the files. The program coordinators have reviewed with staff the importance of verifying the data that is being entered into the program's NoHo Database.

Attachment: the CMAP Fiscal Year 2016-17 Program Self-Evaluation Report

Program Self-Evaluation Process
Fiscal Year 2016–17

Contractor Legal Name: Community Action Partnership of Kern	**Vendor Number:** Y320
Contract Type(s): CMAP	

Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.

[X] Program Review Instrument FY 2016–17 – All Contract Types:
http://www.cde.ca.gov/ta/cr/documents/eesos1617.pdf

[X] Desired Results Parent Survey – All Contract Types:
http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc

☐ Age Appropriate Environment Rating Scales – Center-based/CFCC Contracts Types:
http://www.ersi.info/ecers.html

☐ Desired Results Developmental Profile and DRDPtech Reports - Center-based/CFCC Contracts Types:
https://www.desiredresults.us/drdp-forms

Using a narrative format, summarize the staff and board member participation in the PSE process: **This form can be expanded and is not limited to a single page.**

CMAP Program
The Program Manager- Susana Magana, the Family Services Coordinator- Laura Porta and the Subsidized Reimbursement Coordinator- Walter Villa, met to plan the PSE process. The PSE information was disseminated to all staff members and all personnel was involved in the process at various levels. The Program Manager and the Family Services Coordinator were the lead planners in the completion of the PSE process. A 15% sample of program families from the service month of January 2017 was selected. The Family Services Coordinator audited the family files and the Subsidized Reimbursement Coordinator audited the correlating provider files and reimbursements for the selected month. The narrative in this report was completed by the Program Manager, after thoroughly reviewing the results of the audit with the two program coordinators. The results of the PSE is scheduled to be presented to the CAPK Board during the May 2017 Board meeting on May 31, 2017.

Statement of Completion: I certify that all documents required as a part of the PSE have been completed and are available for review and/or submittal upon request.

Signature of Executive or Program Director:	**Date:**

Name of Executive or Program Director as listed in the Child Development Management Information System (please print): Jeremy Tobias	**Phone Number:** 661-336-5236

Scan and submit both the EESD 4000A and EESD 4000B TO FY1617PSE@cde.ca.gov.

Mail hard copy **ONLY** if the PSE cannot be sent electronically to:

FY 2016–17 Program Self-Evaluation
Early Education and Support Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814

Summary of Program Self-Evaluation
Fiscal Year 2016–17

Contractor Legal Name: Community Action Partnership of Kern		**Vendor Number:** Y320
Contract Type(s): CMAP	**Age Group (Infant/Toddler, Preschool, School-Age)** 0-12 years of age	
Program Director Name (as listed in the Child Development Management Information System): Carmen Segovia		
Program Director Phone Number: 661-336-5236 ext. 1107	**Program Director E-mail:** csegovia@capk.org	

This form can be expanded and is not limited to a single page.

1. Provide a summary of the program areas that did not meet standards and a list of tasks needed to improve those areas.

CMAP Program
The program review was conducted May 8th through May 19th 2017. A total of 34 family files and 40 provider files were reviewed. During the review of the CMAP Program, it was determined that all 34 parent files and all 40 files were in compliance. The Family Services Coordinator and the Subsidized Reimbursement Coordinator, did find a total 7 data entry errors, but these errors didn't impact the eligibility and need of the family or the provider reimbursement determination. An example of an error in a provider file was that the Community Care License (CCL) number was not entered in our NoHo Care database. The provider file did have a copy of the CCL, so the missing number was entered in the database. In one of the family files there was an error in the date on the CD9600. It was entered as 8/08/2016, but it should have been 8/09/2016. The services for this family were authorized to begin on 8/10/2016. These errors were found to be human errors and not a systemic errors. The coordinators reviewed with staff the importance of double checking the data entry with the file checklist to ensure that all data entry reflects the file.

2. Provide a summary of areas that met standards and a summary of procedures for ongoing monitoring to ensure that those areas continue to meet standards.

CMAP Program
The CMAP program was found to have met the standards in EES 02-Family Eligibility Requirement, EES 03-Child Need Requirement Verification, EES 04-Recording & Reporting Attendance, EES 05-Correct Fee Assessed, EES 06- Inventory Records, EES 07- Alternative Payment Policies, EES 09-Annual Evaluation Plan, EES 14-Family Selection and EES 15-Compliance with Due Process; which are all the standards pertaining to the CMAP program.

The CMAP program was found in compliance with the child need and eligibility requirement verification in all 34 files selected. All files were well documented to support the family's need and eligibility. The program staff continues to conduct independent verification of the documents submitted by the parents. All employment verifications, unless submitted directly by the employer, are verified by the Family Services Specialists.

In the area of Recording and Reporting Attendance the program had no findings, but CMAP staff would like to point out is that 2 children selected in this review didn't receive payment during the audit month. The January 2017 801A list that was submitted in the month of February 2017 was used to select the audit sample. It is the program's practice to resubmit an updated 801A report once the reimbursement process has been completed. There are times when staff needs to remove or add children to the 801A report to ensure that the second submission accurately reflects the children served by the program. At the time that the sample was selected, the second 801A submission for January 2017 had not been submitted yet. The second submission for the 801A for January has now been submitted and the children that didn't have a payment processed for that month have been removed. For this reason, the family files with children with no reimbursement were not found out of compliance. At this time, given our current database, the 801A list is compiled of all the children that have a schedule during the reporting month. Reviewing the 801A after the reimbursement process is complete ensures that the CMAP program is reporting accurate numbers. The reason why these children had a schedule in January, but no payment is because in the early part of December 2016 staff processed rate changes for all children due to the RMR that was going to be effective January 2017, hence opening schedules with the new rates effective 1/1/17. These children ended up terminating services in the month of December, but the schedule for January 1, 2017 could not be deleted since this schedule was included in the child certificate and the NOA mailed to the family informing them of the RMR rate change. All the children that terminated in December 2016 had a schedule in January that opened and closed on 1/1/17. All of these children didn't receive services in January, were removed and were not included in second submission of the January 2017 801A report. For future PSE, the program manager will select a month to review that has already been updated and resubmitted, to avoid selecting families with children that are pending to be removed.
Also, in the area Recording and Reporting Attendance the CMAP Program continues to maintain the eligibility and need component and the provider reimbursement separate. CMAP is divided into two departments: the Family Services Department and Subsidized Reimbursement Department. There is a checks and balance that happens every month during the reimbursement process. Our program reimbursements are not automated, so every month a Reimbursement Specialists compares the child's authorized schedule with the actual attendance. If the child's attendance is not broadly consistent with current authorization, the reimbursement is still processed based on the current certificate, but it is documented in our data system and the Family Specialist is made aware. The Family Specialist contacts the family and reviews the family's current need. A schedule change is processed at that time, if needed. The program staff constantly encourages parents and providers to report any changes within the 5 day requirement. When either the parent or the provider fails to report, the assigned specialist have a coaching and mentoring conversation that is documented through log notes. Another way that our program continues to review attendance is through our practice of unannounced provider visits. During these visits the Reimbursement Specialists review the current Attendance Logs to ensure that the Attendance Logs are being completed on a daily basis. These visits also allow the provider to ask questions and for CMAP staff to provide technical assistance regarding program policies and procedures.

In the area of Correct Fee assessment, the CMAP program had no findings. Out of 34 selected files, 21 families incurred a family fee. One (1) family qualified for a fee waiver due to currently being a cash aid recipient. The other 20 family fees were assessed correctly. Our Program practice is to offset the family fees from the provider's reimbursement. Providers collect the fee directly from the families that incur a fee and provide a receipt to the family. Providers also submit a copy of the family fee receipt along with the attendance log and invoice. For those times when the provider notifies the program that the family fee was not paid and the family has migrated out of state, the program practice is to enter a status note in the family file that flags the specialist that the family has a family fee debt. When the family returns and reapplies for services, the services are authorized when the program has a receipt verifying that the family fee debt has been resolved.

The CMAP Program uses form EESD 8604 to document all program Inventory Records that exceed $500. The last time a physical inventory was conducted and reconciled was August 2016. Our current inventory list includes all the items that were approved for disposal by EESD on 8/16/16. A physical inventory of the property will be conducted again at the end of the 2017 calendar year and items that have a dispose date of 8/16/16 will be permanently removed from the inventory list.

In the area of Alternative Payment Policies, the CMAP program provides all families and providers a copy of the Parent and Provider Handbook. The handbook is available both in Spanish and English. The Family Service staff reviews the handbook with the family and obtains a handbook receipt to verify that family has been provide all program policies, procedures and participation requirements during the enrollment appointment. Likewise, the Parent and Provider Handbook is reviewed with providers by the Subsidized Reimbursement staff and receipt is collected. Furthermore, the program conducts yearly separate parent and provider meetings in all of the entry counties to ensure that the program's policies and procedures are reviewed with program participants and to provide a forum for families and providers to ask questions. The CMAP handbook was last updated November 2016.

The other two other areas where our Program continues to be in compliance is the Family Selection and the Compliance with Due Process. The CMAP program maintains a waiting list that ranks families and ensure that families are being authorized based on Title 5 family selection requirements. Our program also is compliant in providing families due process. All of our Notices of Actions (NOA) are mailed delivered. Our database has the capability of automatically populating the effective date for the action 19 days from the day the NOA is generated. The NOA's have the instructions on how to appeal the action and delineates exactly when the last day the parent has to appeal. When an appeal is received, the Family Services Coordinator schedules a hearing appointment. The hearing officer is the program manager, Susana Magana. The hearing appointment is scheduled on a date and time that is convenient with family. The program does not receive many appeals; most appeal hearing are scheduled and conducted within 10 days of being received. The results of the hearing are provided in writing to the family within 10 days of the hearing date. The NoHo database also has the capability of generating reports to help the Specialists process age change NOA's, recertification NOA's, and termination NOA's due to aging out, in a timely manner. The Specialists runs monthly reports to ensure that NOA's are mailed out at least 19 days before the any action is effective. In addition, when a NOA is processed for a change in need, a notification is also processed and mailed to the provider along with a new certificate reflecting the family's new authorized scheduled. Due to the agricultural work our migrant families engage in, there are times when there are multiple changes within the month. Providers are encouraged to contact their assigned specialist to verify the parent current authorized schedule whenever they are in doubt.

The CMAP conducted the program survey, which focused on customer service. The survey was disseminated to both families and providers participating in the program. Our program strives to provide excellent customer service and as such, the program has policies and procedures in place to ensure that communication with program participants are done in a timely manner, that information is provided in a way that is easily understood and most importantly that we treat our program participants with the upmost dignity and respect. A total 91 out of 192 provider surveys and a total of 195 out of 219 family surveys were turned in to the program. This year we had greater participation because we distributed and collected the surveys at the Parent and Provider meetings. The majority of the survey participants rated the program overall, as very good and indicated that they would highly recommend our services to other migrant families. There was one survey that yield a poor rating in communication. Unfortunately because the survey is anonymous, we are not able to reach out to the family to inquire additional details regarding their customer service dissatisfaction with the program. It has been the program's experience that families to tend to be dissatisfied with the program when the family doesn't meet the eligibility and need criteria to be enrolled in the program or to be recertified. In these cases the program staff reviews with the family the requirements in a very transparent manner, so that the family is able to clearly see the reasons why they are not eligible. The specialist provides the family with information of other programs that may be able to provide services. Our survey results reflects that the CMAP program staff has a positive rapport with all program participants and very happy with the services that our program provides.

Scan and submit both the EESD 4000A and EESD 4000B TO FY1617PSE@cde.ca.gov.

Mail hard copy **ONLY** if the PSE cannot be sent electronically:

FY 2016–17 Program Self-Evaluation
Early Education and Support Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814

California Department of Education
March 2017

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner, Director of Operations

Date: May 31, 2017

Subject: *Agenda Item VI(d)*: Award of Internet Service Contract and Authorization to Sign Notice to Proceed– **Action Item**

Background:

As the Board is aware the Head Start program qualifies for a 90% subsidy for Internet Services fees under the Schools and Liberates Program (E-Rate). This program assists schools and libraries to obtain affordable telecommunication and internet access. For the 2016/2017 Fiscal year the Head Start program was approved for a 90% reduction in internet service fees for 16 sites. Although Head Start has 46 sites not all could qualify at the time due to existing contracts in place.

For the 2017/2018 E-Rate application all Head Start site are eligible, since contracts will terminate by July to 2017. Since E-rate allows secure networks to be more affordable, staff proposed moving Head Start to a Multiprotocol Label Switching network (MPLS). The network allows all sites to have direct point to point access to the central CAPK server with one firewall with active security management to supports all sites. There is one main internet connection to serve all locations, with a redundant service to allow for continuation of service in case the main line has experiences an interruption.

Current Events:

During the month of April a request for proposal was solicited using E-rate terms and timelines. As a result, three internet service providers submitted proposals to setup and implement a MPLS network. The proposals were scored and a selection identified. After evaluation it was found that AT&T provided the most responsive and cost effective solution for the Head Start locations.

Currently Head Start pays $7,533 per month for internet services through four different providers, after the 16 sites that qualify for E-Rate and the California Teleconnection Fund (CTF) which provides a 50% reduction in internet services. With the proposed MPLS network the monthly expense before E-Rate and CTF is $122,792.42. After 90% E-Rate and 50% CTF reduction the monthly expense would be $6,139.62 per month, with an estimated savings of $1,393 per month for internet services over current cost.

Due to timelines established by E-rate, staff were not able to present the contract to the Board of Directors during the month of April. With E-rate, service providers are required to provide an exit clause with no penalty as an E-rate Rider to all contracts regardless if applications are approved or not. Applicants are required to submit a notice to proceed prior to new services starting. Due to E-rate requiring an executed contract to complete the application process by May 11th, 2017, the Executive Director consulted with the Board Chair in how to proceed. It was decided that due to the fact a notice to proceed is required and CAPK has the ability to exit the contract with no penalty, that the contract would be executed to satisfy the application process, with the final decision to proceed left to the full Board of Directors.

Recommendation:

Staff recommends the Board of Directors approves internet service contract and authorize the Executive Director to execute a notice to proceed once the E-rate application has been approved and fully funded.

Attachments:

Proposal Scoring Summary
AT&T Master Agreement
AT&T Security Bundle Pricing Schedule
AT&T Security Bundle E-Rate Rider
AT&T Switched Ethernet Service Pricing Schedule
AT&T Switched Ethernet Service E-Rate Rider

Proposal Scoring Summary
Internet Service Provider RFP

Evaluation Factor	Average Points Awarded		
	Vast Networks	**AT&T**	**TelePacific**
1. Vendor's current references (minimum of three) from institutions which are comparable to CAPK **(10 points possible)**	10	0	0
2. Hardware maintenance and support **(10 points possible)**	2	10	7
3. Availability of trained technicians; engineering support **(10 points possible)**	1	10	10
4. Preventative maintenance plan; remedial maintenance response time **(10 points possible)**	6	10	4
5. Provide WAN and internet circuits to all locations **(20 points possible)**	7	20	18
6. WAN and Internet circuits upgradable **(10 points possible)**	10	9	0
Subtotal average points awarded by panel	35	58	37
7. Fees * **(30 points possible)**	1	30	26
Total points awarded	36	88	63

*Evaluation Factors # 1-6 were scored by a four person panel
*Evaluation Factor #7 scored by a mathematical formula

	Total Cost	Lowest Total Cost	Points
Vast Networks	$3,355,028.00	$92,908.06	1
AT&T	$92,908.06	$92,908.06	30
TelePacific	$108,712.00	$92,908.06	26

***Vast Networks and TelePacific did not bid on multiple locations. AT&T's bid was the lowest monthly cost and also included the most locations in that price.**

Cost Scoring:
Determined as follows:

$$\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Scored}} \quad X \quad \begin{array}{c}\text{Maximum Points}\\ \text{Available (30)}\end{array} \quad = \quad \begin{array}{l}\text{Awarded Price}\\ \text{Points}\end{array}$$

*Points are rounded to the nearest whole number

Monthly Cost			
Location	**AT&T**	**Vast Networks**	**Telepacific**
Alberta Dillard	350.00	600.00	1,788.00
Alicante	350.00	600.00	1,399.00
California City	605.27	No Bid	1,959.00
Casa Loma	350.00	600.00	1,788.00
Wesley	350.00	600.00	1,399.00
Central Kitchen	350.00	600.00	1,788.00
Cleo Floran	350.00	600.00	1,788.00
Delano	350.00	600.00	1,788.00
E. Cal	350.00	600.00	1,788.00
Fairfax	350.00	600.00	1,788.00
Fairview	350.00	600.00	1,298.00
Faith	350.00	600.00	1,788.00
Franklin	350.00	600.00	1,788.00
Heritage Park	350.00	600.00	1,788.00
CAPK Homebase	350.00	600.00	1,298.00
Lamont	350.00	600.00	1,399.00
Lost Hills	605.27	No Bid	No Bid
Martha J. Morgan	350.00	600.00	1,788.00
McFarland	605.27	No Bid	No Bid
Mojave	350.00	No Bid	1,788.00
Noble	350.00	600.00	1,788.00
Oasis	605.27	No Bid	2,503.00
Oildale	350.00	600.00	1,788.00
Pacific	350.00	600.00	1,788.00
Pete Parra	350.00	600.00	1,788.00
Pioneer	350.00	600.00	1,788.00
Planz	350.00	600.00	1,399.00
Primeros Pasos	350.00	No Bid	1,788.00
Rafer Johnson	350.00	600.00	1,788.00
Roosevelt	350.00	600.00	1,788.00
Rosamond	350.00	No Bid	2,711.00
San Diego	350.00	600.00	1,788.00
Seibert	350.00	600.00	1,399.00
Shafter HS	350.00	600.00	1,788.00
Stella Hills	350.00	600.00	1,788.00
Sterling	350.00	600.00	4,340.00
Stine	350.00	600.00	1,788.00
Sunrise	350.00	No Bid	1,768.00
Taft	605.27	600.00	2,648.00
Tehachapi	350.00	No Bid	1,298.00
Vineland	350.00	No Bid	1,399.00
Virginia	350.00	600.00	1,788.00
Williams	350.00	600.00	1,788.00
Willow Tree	350.00	600.00	1,788.00
Friendship House	350.00	1,500.00	1,788.00

EKFRC	350.00	No Bid	1,788.00
Shafter Youth Center	350.00	1,500.00	1,788.00
WIC - E Cal	350.00	1,500.00	1,788.00
WIC - Adelanto	605.27	No Bid	No Bid
WIC - Big Bear	605.27	No Bid	2,503.00
WIC - Buttonwillow	605.27	No Bid	No Bid
WIC - Cal City	605.27	No Bid	1,973.00
WIC - Crestline	605.27	No Bid	1,959.00
WIC - Delano	350.00	1,500.00	1,399.00
WIC - Arvin	350.00	No Bid	1,788.00
WIC - Mojave	350.00	No Bid	1,768.00
WIC - Montclair	350.00	1,500.00	1,788.00
WIC - Niles	350.00	1,500.00	1,788.00
WIC - Oildale	350.00	No Bid	1,399.00
WIC - Panama	350.00	1,500.00	1,399.00
WIC - Rosamond	350.00	No Bid	1,959.00
WIC - Shafter	350.00	1,500.00	1,788.00
WIC - Tehachapi	350.00	No Bid	1,788.00
WIC - Wasco	350.00	No Bid	1,768.00
CAPK Admin (Primary WAN Location)	40,457.33	15,500.00	No Bid
Sterling (Backup WAN Location)	27,498.03	8,750.00	No Bid
TOTAL MONTHLY COST	92,908.06	56,650.00	108,712.00

One Time Fees

Location	**AT&T**	**Vast Networks**	**Telepacific**
Alberta Dillard	0.00	174,636.00	0.00
Alicante	0.00	130,680.00	0.00
California City	0.00	0.00	0.00
Casa Loma	0.00	198,396.00	0.00
Wesley	0.00	77,220.00	0.00
Central Kitchen	0.00	23,760.00	0.00
Cleo Floran	0.00	49,898.00	0.00
Delano	0.00	181,764.00	0.00
E. Cal	0.00	52,272.00	0.00
Fairfax	0.00	130,680.00	0.00
Fairview	0.00	74,844.00	0.00
Faith	0.00	34,452.00	0.00
Franklin	0.00	11,880.00	0.00
Heritage Park	0.00	11,880.00	0.00
CAPK Homebase	0.00	15,500.00	0.00
Lamont	0.00	130,680.00	0.00
Lost Hills	0.00	0.00	0.00
Martha J. Morgan	0.00	11,880.00	0.00
McFarland	0.00	0.00	0.00
Mojave	0.00	0.00	0.00
Noble	0.00	97,416.00	0.00
Oasis	0.00	0.00	0.00

Oildale	0.00	178,200.00	0.00
Pacific	0.00	85,536.00	0.00
Pete Parra	0.00	62,964.00	0.00
Pioneer	0.00	51,084.00	0.00
Planz	0.00	104,544.00	0.00
Primeros Pasos	0.00	0.00	0.00
Rafer Johnson	0.00	49,896.00	0.00
Roosevelt	0.00	207,900.00	0.00
Rosamond	0.00	0.00	0.00
San Diego	0.00	130,680.00	0.00
Seibert	0.00	104,544.00	0.00
Shafter HS	0.00	11,880.00	0.00
Stella Hills	0.00	11,880.00	0.00
Sterling	0.00	41,580.00	0.00
Stine	0.00	100,980.00	0.00
Sunrise	0.00	83,160.00	0.00
Taft	0.00	0.00	0.00
Tehachapi	0.00	65,340.00	0.00
Vineland	0.00	0.00	0.00
Virginia	0.00	0.00	0.00
Williams	0.00	98,604.00	0.00
Willow Tree	0.00	79,596.00	0.00
Friendship House	0.00	178,200.00	0.00
EKFRC	0.00	1,500.00	0.00
Shafter Youth Center	0.00	0.00	0.00
WIC - E Cal	0.00	1,500.00	0.00
WIC - Adelanto	0.00	1,500.00	0.00
WIC - Big Bear	0.00	0.00	0.00
WIC - Buttonwillow	0.00	0.00	0.00
WIC - Cal City	0.00	0.00	0.00
WIC - Crestline	0.00	0.00	0.00
WIC - Delano	0.00	1,500.00	0.00
WIC - Arvin	0.00	0.00	0.00
WIC - Mojave	0.00	0.00	0.00
WIC - Montclair	0.00	1,500.00	0.00
WIC - Niles	0.00	1,500.00	0.00
WIC - Oildale	0.00	1,500.00	0.00
WIC - Panama	0.00	1,500.00	0.00
WIC - Rosamond	0.00	0.00	0.00
WIC - Shafter	0.00	1,500.00	0.00
WIC - Tehachapi	0.00	0.00	0.00
WIC - Wasco	0.00	0.00	0.00
CAPK Admin (Primary WAN Location)	0.00	65,340.00	0.00
Sterling (Backup WAN Location)	0.00	165,132.00	0.00
TOTAL ONE TIME FEES:	0.00	3,298,378.00	0.00

TOTAL COST (MONTHLY COST AND ONE TIME FEES)	
AT&T	**92,908.06**
Vast Networks	**3,355,028.00**
Telepacific	**108,712.00**

NOTE: AT&T Bid on the most locations and their total cost was the lowest. Vast Networks and Telepacific did not bid on as many locations, but their total cost was higher than AT&T

at&t

MASTER AGREEMENT

Customer	AT&T
Community Action Partnership of Kern Street Address: 5005 Business Park North City: Bakersfield State/Province: CA Zip Code: 93309 Country: USA	AT&T Corp.
Customer Contact (for notices)	**AT&T Contact (for notices)**
Name: Bryon Vanderhoff Title: Technology Services Manager Street Address: 5005 Business Park North City: Bakersfield State/Province: CA Zip Code: 93309 Country: USA Telephone: 661-336-5236 Fax: Email: bvanderhoff@capk.org	Street Address: 5555 E. Olive Rm 300 City: Fresno State/Province: CA Zip Code: 93727 Country: USA With a copy to: AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com

This Master Agreement ("Master Agreement"), between the customer named above ("Customer") and the AT&T entity named above ("AT&T"), is effective when signed by both Customer and AT&T.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Name: ~~[illegible]~~ Jeremy T. Tobias	Name:
Title: Executive Director	Title:
Date: 5/11/17	Date:

MASTER AGREEMENT

1. INTRODUCTION

1.1 **Overview of Documents**. This Master Agreement and the following additional documents (collectively, the "Agreement") shall apply to all products and services AT&T provides Customer pursuant to this Agreement ("Services") and shall continue in effect so long as Services are provided under this Agreement:

(a) **Pricing Schedules**. A "Pricing Schedule" means a pricing schedule (including related attachments) or other document that is attached to or is later executed by the parties and references this Master Agreement. A Pricing Schedule includes the Services, the pricing (including discounts and commitments, if applicable) and the pricing schedule term ("Pricing Schedule Term").

(b) **Tariffs and Guidebooks**. "Tariffs" are documents containing the descriptions, pricing and other terms and conditions for a Service that AT&T or its Affiliates file with regulatory authorities. "Guidebooks" are documents (designated as Guidebooks or Price Lists) containing the descriptions, pricing and other terms and conditions for a Service that were but no longer are filed with regulatory authorities. Tariffs and Guidebooks can be found at att.com/servicepublications or other locations AT&T may designate.

(c) **Acceptable Use Policy**. AT&T's Acceptable Use Policy ("AUP") applies to (i) Services provided over or accessing the Internet and (ii) wireless (*i.e.*, cellular) data and messaging Services. The AUP can be found at att.com/aup or other locations AT&T may designate.

(d) **Service Guides**. The descriptions, pricing and other terms and conditions for a Service not covered by a Tariff or Guidebook may be contained in a Service Guide, which can be found at att.com/servicepublications or other locations AT&T may designate.

1.2 **Priority of Documents**. The order of priority of the documents that form this Agreement is: the applicable Pricing Schedule or Order; this Master Agreement; the AUP; and Tariffs, Guidebooks and Service Guides; provided that Tariffs will be first in priority in any jurisdiction where applicable law or regulation does not permit contract terms to take precedence over inconsistent Tariff terms.

1.3 **Revisions to Documents**. Subject to Section 8.2(b) (Materially Adverse Impact), AT&T may revise Service Publications at any time.

1.4 **Execution by Affiliates**. An AT&T Affiliate or Customer Affiliate may sign a Pricing Schedule in its own name, and such Affiliate contract will be a separate but associated contract incorporating the terms of this Agreement. Customer and AT&T will cause their respective Affiliates to comply with any such separate and associated contract.

2. AT&T DELIVERABLES

2.1 **Services**. AT&T will either provide or arrange to have an AT&T Affiliate provide Services to Customer and its Users, subject to the availability and operational limitations of systems, facilities and equipment. Where required, an AT&T Affiliate authorized by the appropriate regulatory authority will be the service provider. If an applicable Service Publication expressly permits placement of an order for a Service under this Master Agreement without the execution of a Pricing Schedule, Customer may place such an order using AT&T's standard ordering processes (an "Order"), and upon acceptance by AT&T, the Order shall otherwise be deemed a Pricing Schedule under this Master Agreement for the Service ordered.

2.2 **AT&T Equipment**. Services may be provided using equipment owned by AT&T that is located at the Site ("AT&T Equipment"), but title to the AT&T Equipment will remain with AT&T. Customer must provide adequate space and electric power for the AT&T Equipment and keep the AT&T Equipment physically secure and free from liens and encumbrances. Customer will bear the risk of loss or damage to the AT&T Equipment (other than ordinary wear and tear), except to the extent caused by AT&T or its agents.

2.3 **Purchased Equipment**. Except as specified in a Service Publication, title to and risk of loss of Purchased Equipment shall pass to Customer on delivery to the transport carrier for shipment to Customer's designated location.

2.4 **License and Other Terms**. Software, Purchased Equipment and Third-Party Services may be provided subject to the terms of a separate license or other agreement between Customer and either the licensor, the third-party service provider or the manufacturer. Customer's execution of the Pricing Schedule for or placement of an Order for Software, Purchased Equipment or Third-Party Services is Customer's agreement to comply with such separate agreement. Unless a Service Publication specifies otherwise, AT&T's sole responsibility with respect to Third-Party Services is to place Customer's orders for Third-Party Services, except that AT&T may invoice and collect payment from Customer for the Third-Party Services.

3. CUSTOMER'S COOPERATION

3.1 **Access Right**. Customer will in a timely manner allow AT&T access as reasonably required for the Services to property and equipment that Customer controls and will obtain at Customer's expense timely access for AT&T as reasonably required for the Services to property controlled by third parties such as Customer's landlord. AT&T will coordinate with and, except in an emergency, obtain Customer's consent to enter upon Customer's property and premises, which consent shall not be unreasonably withheld. Access rights mean the right to construct, install, repair, maintain, replace and remove access lines and network facilities and the right to use ancillary equipment space within a building for Customer's connection to AT&T's network. Customer must provide AT&T timely information and access to Customer's facilities and equipment as AT&T reasonably requires for the Services, subject to Customer's reasonable security policies. Customer will furnish any conduit, holes, wireways, wiring, plans, equipment, space, power/utilities and other items as AT&T reasonably requires for the Services and will obtain any necessary licenses, permits and consents (including easements and rights-of-way). Customer will have the Site ready for AT&T to perform its work according to a mutually agreed schedule.

3.2 **Safe Working Environment**. Customer will ensure that the location at which AT&T installs, maintains or provides Services is a safe working environment, free of Hazardous Materials and reasonably suitable for the Services. "Hazardous Materials" mean any substance or material capable of posing an unreasonable risk to health, safety or property or whose use, transport, storage, handling, disposal or release is regulated by any law related to pollution, to protection of air, water or soil or to health and safety. AT&T shall have no obligation to perform work at a location that is not a suitable and safe working environment or to handle, remove or dispose of Hazardous Materials.

3.3 **Users**. "User" means anyone who uses or accesses any Service provided to Customer. Customer will cause Users to comply with this Agreement and is responsible for Users' use of any Service unless expressly provided to the contrary in an applicable Service Publication.

3.4 **Resale of Services**. Customer may not resell the Services or rebrand the Services for resale to third parties without AT&T's prior written consent.

4. PRICING AND BILLING

4.1 **Pricing and Pricing Schedule Term; Terms Applicable After End of Pricing Schedule Term.** The prices listed in a Pricing Schedule are stabilized until the end of the Pricing Schedule Term and will apply in lieu of the corresponding prices set forth in the applicable Service Publication. No promotion, credit, discount or waiver set forth in a Service Publication will apply. Unless the Pricing Schedule states otherwise, at the end of the Pricing Schedule Term, Customer may continue Service (subject to any applicable notice or other requirements in a Service Publication for Customer to terminate a Service Component) under a month-to-month service arrangement at the prices, terms and conditions in effect on the last day of the Pricing Schedule Term. AT&T may change such prices, terms or conditions on 30 days' prior notice to Customer.

4.2 **Additional Charges and Taxes**. Prices set forth in a Pricing Schedule are exclusive of and Customer will pay all taxes (excluding those on AT&T's net income), surcharges, recovery fees, customs clearances, duties, levies, shipping charges and other similar charges (and any associated interest and penalties resulting from Customer's failure to timely pay such taxes or similar charges) relating to the sale, transfer of ownership, installation, license, use or provision of the Services, except to the extent Customer provides a valid exemption certificate prior to the delivery of Services. To the extent required by law, Customer may withhold or deduct any applicable taxes from payments due to AT&T, provided that Customer will use reasonable commercial efforts to minimize any such taxes to the extent allowed by law or treaty and will furnish AT&T with such evidence as may be required by relevant taxing authorities to establish that such tax has been paid so that AT&T may claim any applicable credit.

4.3 **Billing**. Unless a Service Publication specifies otherwise, Customer's obligation to pay for a Service Component begins upon availability of the Service Component to Customer. Customer will pay AT&T without deduction, setoff or delay for any reason (except for withholding taxes as provided in Section 4.2 - Additional Charges and Taxes or in Section 4.5 - Delayed Billing; Disputed Charges). At Customer's request, but subject to AT&T's consent (which may not be unreasonably withheld or withdrawn), Customer's Affiliates may be invoiced separately, and AT&T will accept payment from such Affiliates. Customer will be responsible for payment if Customer's Affiliates do not pay charges in accordance with this Agreement. AT&T may require Customer or its Affiliates to tender a deposit if AT&T determines, in its reasonable judgment, that Customer or its Affiliates are not creditworthy, and AT&T may apply such deposit to any charges owed.

4.4 **Payments**. Payment is due within 30 days after the date of the invoice (unless another date is specified in an applicable Tariff or Guidebook) and must refer to the invoice number. Charges must be paid in the currency specified in the invoice. Restrictive endorsements or other statements on checks are void. Customer will reimburse AT&T for all costs associated with collecting delinquent or dishonored payments, including reasonable attorneys' fees. AT&T may charge late payment fees at the lowest of (a) 1.5% per month (18% per annum), (b) for Services contained in a Tariff or Guidebook at the rate specified therein, or (c) the maximum rate allowed by law for overdue payments.

4.5 **Delayed Billing; Disputed Charges**. Customer will not be required to pay charges for Services initially invoiced more than 6 months after close of the billing period in which the charges were incurred, except for calls assisted by an automated or live operator. If Customer disputes a charge, Customer will provide notice to AT&T specifically identifying the charge and the reason it is disputed within 6 months after the date of the invoice in which the disputed charge initially appears, or Customer waives the right to dispute the charge. The portion of charges in dispute may be withheld and will not be considered overdue until AT&T completes its investigation of the dispute, but Customer may incur late payment fees in accordance with Section 4.4 (Payments). Following AT&T's notice of the results of its investigation to Customer, payment of all properly due charges and properly accrued late payment fees must be made within ten (10) business days. AT&T will reverse any late payment fees that were invoiced in error.

4.6 **Credit Terms**. AT&T retains a lien and purchase money security interest in each item of Purchased Equipment and Vendor Software until Customer pays all sums due. AT&T is authorized to sign and file a financing statement to perfect such security interest.

4.7 **MARC**. Minimum Annual Revenue Commitment ("MARC") means an annual revenue commitment set forth in a Pricing Schedule that Customer agrees to satisfy during each 12-consecutive-month period of the Pricing Schedule Term. If Customer fails to satisfy the MARC for any such 12-month period, Customer will pay a shortfall charge in an amount equal to the difference between the MARC and the total of the applicable MARC-Eligible Charges incurred during such 12-month period, and AT&T may withhold contractual credits until Customer pays the shortfall charge.

4.8 **Adjustments to MARC.**

(a) In the event of a business downturn beyond Customer's control, or a corporate divestiture, merger, acquisition or significant restructuring or reorganization of Customer's business, or network optimization using other Services, or a reduction of AT&T's prices, or a force majeure event, any of which significantly impairs Customer's ability to meet a MARC, AT&T will offer to adjust the affected MARC to reflect Customer's reduced usage of Services (with a corresponding adjustment to the prices, credits or discounts available at the reduced MARC level). If the parties reach agreement on a revised MARC, AT&T and Customer will amend the affected Pricing Schedule prospectively. This Section 4.8 will not apply to a change resulting from Customer's decision to use service providers other than AT&T. Customer will provide AT&T notice of the conditions Customer believes will require the application of this provision. This provision does not constitute a waiver of any charges, including monthly recurring charges and shortfall charges, Customer incurs prior to amendment of the affected Pricing Schedule.

(b) If Customer, through merger, consolidation, acquisition or otherwise, acquires a new business or operation, Customer and AT&T may agree in writing to include the new business or operation under this Agreement. Such agreement will specify the impact, if any, of such addition on Customer's MARC or other volume or growth discounts and on Customer's attainment thereof.

5. CONFIDENTIAL INFORMATION

5.1 **Confidential Information.** Confidential Information means: (a) information the parties or their Affiliates share with each other in connection with this Agreement or in anticipation of providing Services under this Agreement (including pricing or other proposals), but only to the extent identified as Confidential Information in writing; and (b) except as may be required by applicable law or regulation, the terms of this Agreement.

5.2 **Obligations.** A disclosing party's Confidential Information will, for a period of 3 years following its disclosure to the other party (except in the case of software, for which the period is indefinite): (a) not be disclosed, except to the receiving party's employees, agents and contractors having a need-to-know (but only if such agents and contractors are not direct competitors of the other party and agree in writing to use and disclosure restrictions as restrictive as this Section 5) or to the extent authorized to be revealed by law, governmental authority or legal process (but only if such disclosure is limited to that which is so authorized and prompt notice is provided to the disclosing party to the extent practicable and not prohibited by law, governmental authority or legal process); (b) be held in confidence; and (c) be used only for purposes of using the Services, evaluating proposals for new services or performing this Agreement (including in the case of AT&T to detect fraud, to check quality and to operate, maintain and enhance the network and Services).

5.3 **Exceptions.** The restrictions in this Section 5 will not apply to any information that: (a) is independently developed by the receiving party without use of the disclosing party's Confidential Information; (b) is lawfully received by the receiving party free of any obligation to keep it confidential; or (c) becomes generally available to the public other than by breach of this Agreement.

5.4 **Privacy.** Each party is responsible for complying with the privacy laws applicable to its business. AT&T shall require its personnel, agents and contractors around the world who process Customer Personal Data to protect Customer Personal Data in accordance with the data protection laws and regulations applicable to AT&T's business. If Customer does not want AT&T to comprehend Customer data to which it may have access in performing Services, Customer must encrypt such data so that it will be unintelligible. Customer is responsible for obtaining consent from and giving notice to its Users, employees and agents regarding Customer's and AT&T's collection and use of the User, employee or agent information in connection with a Service. Customer will only make accessible or provide Customer Personal Data to AT&T when it has the legal authority to do so. Unless otherwise directed by Customer in writing, if AT&T designates a dedicated account representative as Customer's primary contact with AT&T, Customer authorizes that representative to discuss and disclose Customer's customer proprietary network information to any employee or agent of Customer without a need for further authentication or authorization.

6. LIMITATIONS OF LIABILITY AND DISCLAIMERS

6.1 **Limitation of Liability.**

(a) EITHER PARTY'S ENTIRE LIABILITY AND THE OTHER PARTY'S EXCLUSIVE REMEDY FOR DAMAGES ON ACCOUNT OF ANY CLAIM ARISING OUT OF AND NOT DISCLAIMED UNDER THIS AGREEMENT SHALL BE:

(i) FOR BODILY INJURY, DEATH OR DAMAGE TO REAL PROPERTY OR TO TANGIBLE PERSONAL PROPERTY PROXIMATELY CAUSED BY A PARTY'S NEGLIGENCE, PROVEN DIRECT DAMAGES;

(ii) FOR BREACH OF SECTION 5 (Confidential Information), SECTION 10.1 (Publicity) OR SECTION 10.2 (Trademarks), PROVEN DIRECT DAMAGES;

(iii) FOR ANY THIRD-PARTY CLAIMS, THE REMEDIES AVAILABLE UNDER SECTION 7 (Third Party Claims);

(iv) FOR CLAIMS ARISING FROM THE OTHER PARTY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, PROVEN DAMAGES; OR

(v) FOR CLAIMS OTHER THAN THOSE SET FORTH IN SECTION 6.1(a)(i)-(iv), PROVEN DIRECT DAMAGES NOT TO EXCEED, ON A PER CLAIM OR AGGREGATE BASIS DURING ANY TWELVE (12) MONTH PERIOD, AN AMOUNT EQUAL TO THE TOTAL NET CHARGES INCURRED BY CUSTOMER FOR THE AFFECTED SERVICE IN THE RELEVANT COUNTRY DURING THE THREE (3) MONTHS PRECEDING THE MONTH IN WHICH THE CLAIM AROSE.

(b) EXCEPT AS SET FORTH IN SECTION 7 (Third Party Claims) OR IN THE CASE OF A PARTY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, RELIANCE OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES FOR LOST PROFITS, ADVANTAGE, SAVINGS OR REVENUES OR FOR INCREASED COST OF OPERATIONS.

(c) THE LIMITATIONS IN THIS SECTION 6 SHALL NOT LIMIT CUSTOMER'S RESPONSIBILITY FOR THE PAYMENT OF ALL PROPERLY DUE CHARGES UNDER THIS AGREEMENT.

6.2 **Disclaimer of Liability**. AT&T WILL NOT BE LIABLE FOR ANY DAMAGES ARISING OUT OF OR RELATING TO: INTEROPERABILITY, ACCESS OR INTERCONNECTION OF THE SERVICES WITH APPLICATIONS, DATA, EQUIPMENT, SERVICES, CONTENT OR NETWORKS PROVIDED BY CUSTOMER OR THIRD PARTIES; SERVICE DEFECTS, SERVICE LEVELS, DELAYS OR ANY SERVICE ERROR OR INTERRUPTION, INCLUDING INTERRUPTIONS OR ERRORS IN ROUTING OR COMPLETING ANY 911 OR OTHER EMERGENCY RESPONSE CALLS OR ANY OTHER CALLS OR TRANSMISSIONS (EXCEPT FOR CREDITS EXPLICITLY SET FORTH IN THIS AGREEMENT); LOST OR ALTERED MESSAGES OR TRANSMISSIONS; OR UNAUTHORIZED ACCESS TO OR THEFT, ALTERATION, LOSS OR DESTRUCTION OF CUSTOMER'S (OR ITS AFFILIATES', USERS' OR THIRD PARTIES') APPLICATIONS, CONTENT, DATA, PROGRAMS, INFORMATION, NETWORKS OR SYSTEMS.

6.3 **Purchased Equipment and Vendor Software Warranty**. AT&T shall pass through to Customer any warranties for Purchased Equipment and Vendor Software available from the manufacturer or licensor. The manufacturer or licensor, and not AT&T, is responsible for any such warranty terms and commitments. ALL SOFTWARE AND PURCHASED EQUIPMENT IS OTHERWISE PROVIDED TO CUSTOMER ON AN "AS IS" BASIS.

6.4 **Disclaimer of Warranties**. AT&T MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, SPECIFICALLY DISCLAIMS ANY REPRESENTATION OR WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT AND SPECIFICALLY DISCLAIMS ANY WARRANTY ARISING BY USAGE OF TRADE OR BY COURSE OF DEALING. FURTHER, AT&T MAKES NO REPRESENTATION OR WARRANTY THAT TELEPHONE CALLS OR OTHER TRANSMISSIONS WILL BE ROUTED OR COMPLETED WITHOUT ERROR OR INTERRUPTION (INCLUDING CALLS TO 911 OR ANY SIMILAR EMERGENCY RESPONSE NUMBER) AND MAKES NO GUARANTEE REGARDING NETWORK SECURITY, THE ENCRYPTION EMPLOYED BY ANY SERVICE, THE INTEGRITY OF ANY DATA THAT IS SENT, BACKED UP, STORED OR SUBJECT TO LOAD BALANCING OR THAT AT&T'S SECURITY PROCEDURES WILL PREVENT THE LOSS OR ALTERATION OF OR IMPROPER ACCESS TO CUSTOMER'S DATA AND INFORMATION.

6.5 **Application and Survival**. The disclaimer of warranties and limitations of liability set forth in this Agreement will apply regardless of the form of action, whether in contract, equity, tort, strict liability or otherwise, of whether damages were foreseeable and of whether a party was advised of the possibility of such damages and will apply so as to limit the liability of each party and its Affiliates and their respective employees, directors, subcontractors and suppliers. The limitations of liability and disclaimers set out in this Section 6 will survive failure of any exclusive remedies provided in this Agreement.

7. THIRD PARTY CLAIMS

7.1 **AT&T's Obligations**. AT&T agrees at its expense to defend and either to settle any third-party claim against Customer, its Affiliates and its and their respective employees and directors or to pay all damages that a court finally awards against such parties for a claim alleging that a Service provided to Customer under this Agreement infringes any patent, trademark, copyright or trade secret, but not where the claimed infringement arises out of or results from: (a) Customer's, its Affiliate's or a User's content; (b) modifications to the Service by Customer, its Affiliate or a third party, or combinations of the Service with any non-AT&T services or products by Customer or others; (c) AT&T's adherence to Customer's or its Affiliate's written requirements; or (d) use of a Service in violation of this Agreement.

7.2 **Customer's Obligations**. Customer agrees at its expense to defend and either to settle any third-party claim against AT&T, its Affiliates and its and their respective employees, directors, subcontractors and suppliers or to pay all damages that a court finally awards against such parties for a claim that: (a) arises out of Customer's, its Affiliate's or a User's access to or use of the Services and the claim is not the responsibility of AT&T under Section 7.1; (b) alleges that a Service infringes any patent, trademark, copyright or trade secret and falls within the exceptions in Section 7.1; or (c) alleges a breach by Customer, its Affiliate or a User of a Software license agreement.

7.3 **Infringing Services**. Whenever AT&T is liable under Section 7.1, AT&T may at its option either procure the right for Customer to continue using, or may replace or modify, the Service so that it is non-infringing.

7.4 **Notice and Cooperation**. The party seeking defense or settlement of a third-party claim under this Section 7 will provide notice to the other party promptly upon learning of any claim for which defense or settlement may be sought, but failure to do so will have no effect except to the extent the other party is prejudiced by the delay. The party seeking defense or settlement will allow the other party to control the defense and settlement of the claim and will reasonably cooperate with the defense. The defending party will use counsel reasonably experienced in the subject matter at issue and will not settle a claim without the written consent of the party being defended, which consent will not be unreasonably withheld or delayed, except that no consent will be required to settle a claim where relief against the party being defended is limited to monetary damages that are paid by the defending party under this Section 7.

7.5 AT&T's obligations under Section 7.1 shall not extend to actual or alleged infringement or misappropriation of intellectual property based on Purchased Equipment, Software, or Third-Party Services.

8. SUSPENSION AND TERMINATION

8.1 **Termination of Agreement**. This Agreement may be terminated immediately upon notice by either party if the other party becomes insolvent, ceases operations, is the subject of a bankruptcy petition, enters receivership or any state insolvency proceeding or makes an assignment for the benefit of its creditors.

8.2 **Termination or Suspension**. The following additional termination provisions apply:

(a) **Material Breach**. If either party fails to perform or observe any material warranty, representation, term or condition of this Agreement, including non-payment of charges, and such failure continues unremedied for 30 days after receipt of notice, the aggrieved party may terminate (and AT&T may suspend and later terminate) the affected Service Components and, if the breach materially and adversely affects the entire Agreement, terminate (and AT&T may suspend and later terminate) the entire Agreement.

(b) **Materially Adverse Impact**. If AT&T revises a Service Publication, the revision has a materially adverse impact on Customer and AT&T does not effect revisions that remedy such materially adverse impact within 30 days after receipt of notice from Customer, then Customer may, as Customer's sole remedy, elect to terminate the affected Service Components on 30 days' notice to AT&T, given not later than 90 days after Customer first learns of the revision to the Service Publication. "Materially adverse impacts" do not include changes to non-stabilized pricing, changes required by governmental authority, or assessment of or changes to additional charges such as surcharges or taxes.

(c) **Internet Services**. If Customer fails to rectify a violation of the AUP within 5 days after receiving notice from AT&T, AT&T may suspend the affected Service Components. AT&T reserves the right, however, to suspend or terminate immediately when: (i) AT&T's suspension or termination is in response to multiple or repeated AUP violations or complaints; (ii) AT&T is acting in response to a court order or governmental notice that certain conduct must be stopped; or (iii) AT&T reasonably determines that (a) it may be exposed to sanctions, liability, prosecution or other adverse consequences under applicable law if AT&T were to allow the violation to continue; (b) such violation may harm or interfere with the integrity, normal operations or security of AT&T's network or networks with which AT&T is interconnected or may interfere with another customer's use of AT&T services or the Internet; or (c) such violation otherwise presents an imminent risk of harm to AT&T, AT&T's customers or its or their respective employees.

(d) **Fraud or Abuse**. AT&T may terminate or suspend an affected Service or Service Component and, if the activity materially and adversely affects the entire Agreement, terminate or suspend the entire Agreement, immediately by providing Customer with as much advance notice as is reasonably practicable under the circumstances if Customer, in the course of breaching the Agreement: (i) commits a fraud upon AT&T; (ii) uses the Service to commit a fraud upon another party; (iii) unlawfully uses the Service; (iv) abuses or misuses AT&T's network or Service; or (v) interferes with another customer's use of AT&T's network or services.

(e) **Infringing Services**. If the options described in Section 7.3 (Infringing Services) are not reasonably available, AT&T may at its option terminate the affected Services or Service Components without liability other than as stated in Section 7.1 (AT&T's Obligations).

(f) **Hazardous Materials**. If AT&T encounters any Hazardous Materials at the Site, AT&T may terminate the affected Services or Service Components or may suspend performance until Customer removes and remediates the Hazardous Materials at Customer's expense in accordance with applicable law.

8.3 **Effect of Termination.**

(a) Termination or suspension by either party of a Service or Service Component does not waive any other rights or remedies a party may have under this Agreement and will not affect the rights and obligations of the parties regarding any other Service or Service Component.

(b) If a Service or Service Component is terminated, Customer will pay all amounts incurred prior to the effective date of termination.

8.4 **Termination Charges.**

(a) If Customer terminates this Agreement or an affected Service or Service Component for cause in accordance with the Agreement or if AT&T terminates a Service or Service Component other than for cause, Customer will not be liable for the termination charges set forth in this Section 8.4.

(b) If Customer or AT&T terminates a Service or Service Component prior to Cutover other than as set forth in Section 8.4(a), Customer (i) will pay any pre-Cutover termination or cancellation charges set out in a Pricing Schedule or Service Publication, or (ii) in the absence of such specified charges, will reimburse AT&T for time and materials incurred prior to the effective date of termination, plus any third party charges resulting from the termination.

(c) If Customer or AT&T terminates a Service or Service Component after Cutover other than as set forth in Section 8.4(a), Customer will pay applicable termination charges as follows: (i) 50% (unless a different amount is specified in the Pricing Schedule) of any unpaid recurring charges for the terminated Service or Service Component attributable to the unexpired portion of an applicable Minimum Payment Period; (ii) if termination occurs before the end of an applicable Minimum Retention Period, any associated credits or waived or unpaid non-recurring charges; and (iii) any charges incurred by AT&T from a third party (*i.e.*, not an AT&T Affiliate) due to the termination. The charges set forth in Sections 8.4(c)(i) and (ii) will not apply if a terminated Service Component is replaced with an upgraded Service Component at the same Site, but only if the Minimum Payment Period or Minimum Retention Period, as applicable, (the "Minimum Period") and associated charge for the replacement Service Component are equal to or greater than the corresponding Minimum Period and associated charge for the terminated Service Component, respectively, and if the upgrade is not restricted in the applicable Service Publication.

(d) In addition, if Customer terminates a Pricing Schedule that has a MARC, Customer will pay an amount equal to 50% of the unsatisfied MARC for the balance of the Pricing Schedule Term.

9. IMPORT/EXPORT CONTROL

Neither party will use, distribute, transfer or transmit any equipment, services, software or technical information provided under this Agreement (even if incorporated into other products) except in compliance with all applicable import and export laws, conventions and regulations.

10. MISCELLANEOUS PROVISIONS

10.1 **Publicity**. Neither party may issue any public statements or announcements relating to the terms of this Agreement or to the provision of Services without the prior written consent of the other party.

10.2 **Trademarks**. Each party agrees not to display or use, in advertising or otherwise, any of the other party's trade names, logos, trademarks, service marks or other indicia of origin without the other party's prior written consent, which consent may be revoked at any time by notice.

10.3 **Independent Contractor**. Each party is an independent contractor. Neither party controls the other, and neither party nor its Affiliates, employees, agents or contractors are Affiliates, employees, agents or contractors of the other party.

10.4 **Force Majeure**. Except for payment of amounts due, neither party will be liable for any delay, failure in performance, loss or damage due to fire, explosion, cable cuts, power blackout, earthquake, flood, strike, embargo, labor disputes, acts of civil or military authority, war, terrorism, acts of God, acts of a public enemy, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies or other causes beyond such party's reasonable control.

10.5 **Amendments and Waivers**. Any supplement to or modification or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties. A waiver by either party of any breach of this Agreement will not operate as a waiver of any other breach of this Agreement.

10.6 **Assignment and Subcontracting.**

(a) Customer may, without AT&T's consent but upon notice to AT&T, assign in whole or relevant part its rights and obligations under this Agreement to a Customer Affiliate. AT&T may, without Customer's consent, assign in whole or relevant part its rights and obligations under this Agreement to an AT&T Affiliate. In no other case may this Agreement be assigned by either party without the prior written consent of the other party (which consent will not be unreasonably withheld or delayed). In the case of any assignment, the assigning party shall remain financially responsible for the performance of the assigned obligations.

(b) AT&T may subcontract to an Affiliate or a third party work to be performed under this Agreement but will remain financially responsible for the performance of such obligations.

(c) In countries where AT&T does not have an Affiliate to provide a Service, AT&T may assign its rights and obligations related to such Service to a local service provider, but AT&T will remain responsible to Customer for such obligations. In certain countries, Customer may be required to contract directly with the local service provider.

10.7 **Severability**. If any portion of this Agreement is found to be invalid or unenforceable or if, notwithstanding Section 10.11 (Governing Law), applicable law mandates a different interpretation or result, the remaining provisions will remain in effect and the parties will negotiate in good faith to substitute for such invalid, illegal or unenforceable provision a mutually acceptable provision consistent with the original intention of the parties.

10.8 **Injunctive Relief**. Nothing in this Agreement is intended to or should be construed to prohibit a party from seeking preliminary or permanent injunctive relief in appropriate circumstances from a court of competent jurisdiction.

10.9 **Legal Action**. Any legal action arising in connection with this Agreement must be filed within two (2) years after the cause of action accrues, or it will be deemed time-barred and waived. The parties waive any statute of limitations to the contrary.

10.10 **Notices**. Any required notices under this Agreement shall be in writing and shall be deemed validly delivered if made by hand (in which case delivery will be deemed to have been effected immediately), or by overnight mail (in which case delivery will be deemed to have been effected one (1) business day after the date of mailing), or by first class pre-paid post (in which case delivery will be deemed to have been effected five (5) days after the date of posting), or by facsimile or electronic transmission (in which case delivery will be deemed to have been effected on the day the transmission was sent). Any such notice shall be sent to the office of the recipient set forth on the cover page of this Agreement or to such other office or recipient as designated in writing from time to time.

10.11 **Governing Law**. This Agreement will be governed by the law of the State of New York, without regard to its conflict of law principles, unless a regulatory agency with jurisdiction over the applicable Service applies a different law. The United Nations Convention on Contracts for International Sale of Goods will not apply.

10.12 **Compliance with Laws.** Each party will comply with all applicable laws and regulations and with all applicable orders issued by courts or other governmental bodies of competent jurisdiction.

10.13 **No Third Party Beneficiaries.** This Agreement is for the benefit of Customer and AT&T and does not provide any third party (including Users) the right to enforce it or to bring an action for any remedy, claim, liability, reimbursement or cause of action or any other right or privilege.

10.14 **Survival.** The respective obligations of Customer and AT&T that by their nature would continue beyond the termination or expiration of this Agreement, including the obligations set forth in Section 5 (Confidential Information), Section 6 (Limitations of Liability and Disclaimers) and Section 7 (Third Party Claims), will survive such termination or expiration.

10.15 **Agreement Language.** The language of this Agreement is English. If there is a conflict between this Agreement and any translation, the English version will take precedence.

10.16 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to its subject matter. Except as provided in Section 2.4 (License and Other Terms), this Agreement supersedes all other agreements, proposals, representations, statements and understandings, whether written or oral, concerning the Services or the rights and obligations relating to the Services, and the parties disclaim any reliance thereon. This Agreement will not be modified or supplemented by any written or oral statements, proposals, representations, advertisements, service descriptions or purchase order forms not expressly set forth in this Agreement.

11. DEFINITIONS

"**Affiliate**" of a party means any entity that controls, is controlled by or is under common control with such party.

"**API**" means an application program interface used to make a resources request from a remote implementer program. An API may include coding, specifications for routines, data structures, object classes, and protocols used to communicate between programs.

"**AT&T Software**" means software, including APIs, and all associated written and electronic documentation and data owned by AT&T and licensed by AT&T to Customer. AT&T Software does not include software that is not furnished to Customer.

"**Customer Personal Data**" means information that identifies an individual, that Customer directly or indirectly makes accessible to AT&T and that AT&T collects, holds or uses in the course of providing the Services.

"**Cutover**" means the date Customer's obligation to pay for Services begins.

"**Effective Date**" of a Pricing Schedule means the date on which the last party signs the Pricing Schedule unless a later date is required by regulation or law.

"**MARC-Eligible Charges**" means the recurring and usage charges (including amounts calculated from unpaid charges that are owed under Section 8.4(c)(i)), after deducting applicable discounts and credits (other than outage or SLA credits), that AT&T charges Customer for the Services identified in the applicable Pricing Schedule as MARC-contributing. The following are not MARC-Eligible Charges: (a) charges for or in connection with Customer's purchase of equipment; (b) taxes; and (c) charges imposed in connection with governmentally imposed costs or fees (such as USF, PICC, payphone service provider compensation, E911 and deaf relay charges).

"**Minimum Payment Period**" means the Minimum Payment Period identified for a Service Component in a Pricing Schedule or Service Publication during which Customer is required to pay recurring charges for the Service Component.

"**Minimum Retention Period**" means the Minimum Retention Period identified for a Service Component in a Pricing Schedule or Service Publication during which Customer is required to maintain service to avoid the payment (or repayment) of certain credits, waived charges or amortized charges.

"**Purchased Equipment**" means equipment or other tangible products Customer purchases under this Agreement, including any replacements of Purchased Equipment provided to Customer. Purchased Equipment also includes any internal code required to operate such Equipment. Purchased Equipment does not include Software but does include any physical media provided to Customer on which Software is stored.

"**Service Component**" means an individual component of a Service provided under this Agreement.

"**Service Publications**" means Tariffs, Guidebooks, Service Guides and the AUP.

"**Site**" means a physical location, including Customer's collocation space on AT&T's or its Affiliate's or subcontractor's property, where AT&T installs or provides a Service.

"**Software**" means AT&T Software and Vendor Software.

"**Third-Party Service**" means a service provided directly to Customer by a third party under a separate agreement between Customer and the third party.

"**Vendor Software**" means software, including APIs, and all associated written and electronic documentation and data AT&T furnishes to Customer, other than AT&T Software.

AT&T

AT&T EDUCATION SECURITY BUNDLE
PRICING SCHEDULE

AT&T MA Reference No.

Customer	**AT&T**
Community Action Partnership of Kern Street Address: 5005 Business Park North City: Bakersfield State/Province: CA Zip Code: 93309 Country: USA	AT&T Corp.
Customer Contact (for Notices)	**AT&T Contact (for Notices)**
Name: Bryon Vanderhoff Title: Technology Services Manager Street Address: 5005 Business Park North City: Bakersfield State/Province: CA Zip Code: 93309 Country: USA Telephone: 661.336.5236 Email: bvanderhoff@capk.org	Name: Blaine Karas Street Address: 5555 E. Olive Av City: Fresno State/Province: CA Zip Code: 93727 Country: USA Telephone: 559-430-7413 Email: ak2621@att.com Sales/Branch Manager: Prather SCVP Name: Congo Sales Strata: GEM Sales Region: West **With a copy (for Notices) to:** AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com

AT&T Solution Provider or Representative Information (if applicable) ☐
Name: Company Name: Agent Street Address: City: State: Zip Code: Country: Telephone: Fax: Email: Agent Code

This Pricing Schedule is part of the Agreement between AT&T and Customer referenced above.

Customer **(by its authorized representative)**	**AT&T** **(by its authorized representative)**
By: [signature]	**By:**
Name: Jeremy Tobias	**Name:**
Title: Executive Director	**Title:**
Date: 5/11/17	**Date:**

AT&T EDUCATION SECURITY BUNDLE
PRICING SCHEDULE

AT&T MA Reference No.

1. SERVICES

Service	Service Publication Location
AT&T Education Security Bundle	http://serviceguidenew.att.com/sg_flashPlayerPage/MSS (see AT&T Education Security Bundle)

2. PRICING SCHEDULE TERM, EFFECTIVE DATES

Pricing Schedule Term	36 months
Pricing Schedule Term Start Date	Effective Date of this Pricing Schedule
Effective Date of Rates	Effective Date of this Pricing Schedule

3. MINIMUM PAYMENT PERIOD

Service Components	Percent of Monthly Service Fees Due Upon Termination Prior to Completion of Minimum Payment Period	Minimum Payment Period per Service Component
All Service Components	50%	Longer of 12 months or until the end of the Pricing Schedule Term

4. ADDITIONAL TERMS AND CONDITIONS

4.1. Notice of Withdrawal

Service and Service Component Withdrawals during Pricing Schedule Term	
Prior Notice Required from AT&T to Withdraw and Terminate a Service	12 months
Prior Notice Required from AT&T to Withdraw and Terminate a Service Component	120 days

4.2 Compliance with Laws

When using the Service, Customer is responsible for designs, and sets all filtering and interception policies (Security Policies). AT&T undertakes only to implement the Security Policies. As between AT&T Customer, Customer is solely responsible for obtaining and complying with the authorizations, licenses and permissions required by law for the use of the Service and to notify and obtain consents from end users for implementation of the Security Policies regarding interception and/or monitoring of communications, including e-mail and Internet use. Customer agrees to and to secure end-user agreement to provide reasonable cooperation with AT&T in connection with responses to requests or requirements of a regulator, authority or other competent governmental body concerning the Service.

AT&T EDUCATION SECURITY BUNDLE
PRICING SCHEDULE

5. RATES –
The following rates are only applicable in AT&T ILEC Areas.

MRC = Monthly Recurring Charge

AT&T Dedicated Internet (ADI) Speed (Customer Managed – Port and Access)	AT&T Premises Based Firewall (PBFW) Configuration	AT&T Premises-Based Firewall Configuration Quantity	MRC*
50 Mbps	FG – 100D	1	$1,223.25
100 Mbps	FG – 100D	1	$1,420.00
150 Mbps	FG – 300D	1	$1,790.00
250 Mbps	FG – 300D	1	$2,167.50
500 Mbps	FG – 500D	1	$2,834.00
600 Mbps	FG – 800D	1	$3,263.00
1000 Mbps	FG – 1500D	1	$4,870.25
2 Gbps	FG – 3700D	1	$11,255.75
4 Gbps	FG – 5144C DC	1	$20,236.75
	FG - 5001D	2	
6 Gbps	FG – 5144C DC	1	$26,060.25
	FG - 5001D	3	
8 Gbps	FG – 5144C DC	1	$31,921.25
	FG - 5001D	4	
10 Gbps	FG – 5144C DC	1	$37,210.25
	FG - 5001D	5	
*The MRC is inclusive of the MIS Port, Ethernet Access- Switched/Dedicated as applicable, hardware and equipment rental, amortized Non-Recurring Charges, Monitoring, Maintenance, Software and License Fees.			
Note: Special Construction Charge, if applicable, may apply.			

E-rate Rider
Category 1 Services, Facilities and/or Equipment

ATTACHMENT TO AT&T Education Security Bundle Pricing Schedule (Agreement") FOR SERVICES AND/OR PRODUCTS SUBJECT TO UNIVERSAL SERVICES ("E-RATE") FUNDING

This Attachment ("Attachment"), entered into by AT&T Corp ("AT&T") and Community Action Partnership of Kern ("Customer") and effective as of the date last signed below ("Effective Date"), is an attachment to the Agreement. This Attachment shall have the same term as the Agreement. If there are any inconsistencies between the Agreement and this Attachment with respect to the Service for which E-rate funding is sought, the terms and conditions of this Attachment shall control.

This Attachment provides additional terms and conditions that apply when Customer obtains an end-to-end solution involving the use of terminating equipment ("Equipment") as part of its service from AT&T pursuant to FCC order # 99-216 ("Tennessee Decision"). If called for in the applicable Statement of Work, this Attachment also provides additional terms and conditions for the installation of conduit pathway support structure ("CPSS") installed by AT&T in order to bring Service to Customer's demarcation point.

TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

Customer has represented that it intends to seek funding through the Federal Universal Service Fund program known as "E-Rate" for some or all of the Services or Service Components purchased under the Agreement. E-Rate is administered by the Schools and Libraries Division ("SLD") of the Universal Service Fund Administrative Company ("USAC") (sometimes collectively or individually referred to herein as "USAC/SLD"). The Federal Communications Commission ("FCC") has promulgated regulations that govern the participation in the E-Rate program. Both Parties agree to adhere to FCC regulations as well as the rules established by SLD and USAC regarding participation in the E-Rate program. The Parties further agree:

1. Reimbursement of USAC/SLD. If USAC/SLD seeks reimbursement from AT&T of E-Rate funds as a result of Customer's failure to comply with the E-Rate rules or regulations, including Customer delays in submitting required forms or contracts; or if USAC/SLD determines that Services which it had previously approved for discounts are not eligible and funds must be returned (a "ComAd") (other than as the result of AT&T's failure to comply with the E-Rate requirements), then Customer shall reimburse AT&T for any such funds AT&T must return to USAC/SLD within ninety (90) days of notice from USAC/SLD seeking reimbursement. In addition, Customer agrees and acknowledges that a determination of ineligibility, reduction or other non-funding by USAC/SLD does not affect the obligations set forth in the Agreement, including those obligations related to payments and early termination fees.

2. Eligibility of Products and Services. The eligibility or ineligibility of products or services for E-Rate funding is solely the responsibility of the USAC/SLD and/or the FCC. AT&T makes no representations or warranties regarding such eligibility.

3. Service Substitutions. Customer acknowledges that USAC/SLD funding commitments are based upon the products, services and locations set forth in the Form 471 and that any modification to the products and services and/or the locations at which the products or services are to be installed and/or provided, requires Customer to file a service substitution with USAC/SLD, seeking permission to receive alternative service or receive the service to an alternative location. If Customer intends to make any such service substitutions, then Customer agrees to pursue USAC/SLD approval for them, and file any and all requisite documentation, diligently. AT&T will provide Services and Service Components only as approved by the USAC/SLD and may suspend activities pending approval of service substitution requests.

4. Requested Information. If requested, Customer will promptly provide AT&T with final copies of the following E-Rate-related materials (including all attachments) prepared by or for Customer: (i) Form 471 and Item 21 Attachment; if appropriate, (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and, (vi) Form 472-BEAR. If the Customer issues purchase orders, Customer shall clearly delineate between eligible and non-eligible Services on those orders.

5. Representations, Warranties and Indemnities. Each Party represents and warrants that it has and will comply with all laws and the requirements applicable to the E-Rate Program. In addition to any indemnification obligations set forth in the Agreement and to the extent permitted by law, each Party agrees to indemnify and hold harmless the other Party (its employees, officers, directors and agents, and its parents and affiliates under common control) from and against all third party claims (including FCC or USAC/SLD claims) and related loss, liability, damage and expense (including reasonable attorney's fees) arising out of the indemnifying Party's violation of the E-Rate Requirements or breach of the representations, warranties, and terms contained in this Attachment.

6. Non-Appropriations. By executing the Agreement, Customer warrants that Customer has funds appropriated and available to pay all amounts due hereunder through the end of Customer's current fiscal period. Customer further agrees to request all appropriations and funding necessary to pay for the Services for each subsequent fiscal period through the end of the Agreement Term. In the event Customer is unable to obtain the necessary appropriations for the Services provided under this Attachment, Customer may terminate the Services without liability for the termination charges upon the following conditions: (i) Customer has taken all actions necessary to obtain adequate appropriations or funding; (ii) despite Customer's best efforts funds have not been appropriated and are otherwise unavailable to pay for the Services; and (iii) Customer has negotiated in good faith with AT&T to develop revised terms, an alternative payment schedule or a new agreement to accommodate Customer's budget. Customer must provide AT&T thirty (30) days' written notice of its intent to terminate the Services. Termination of the Services for failure to obtain necessary appropriations or funding shall be effective as of the last day for which funds were appropriated or otherwise made available. If Customer terminates the Services under this Attachment, Customer agrees as follows: (i) it will pay all amounts due for Services incurred through date of termination, and reimburse all unrecovered non-recurring charges; and (ii) it will not contract with any other provider for the same or substantially similar services or equipment for a period equal to the original Agreement Term.

7. **Customer Must Choose A or B**

A.) ☐ [OPTION "A" IS AVAILABLE FOR NEW OR EXISTING SERVICES]

CUSTOMER DIRECTS AT&T TO COMMENCE OR CONTINUE SERVICES EVEN IF FUNDING COMMITMENT DECISION LETTER ("FCDL") HAS NOT BEEN RECEIVED FROM USAC/SLD. CUSTOMER ACKNOWLEDGES ITS OBLIGATION TO PAY FOR THE SERVICE IF FUNDING IS DENIED OR USAC/SLD COMMITMENT IS NOT RECEIVED.

(i). Scope; ***Customer desires that Services commence on or about July 1 unless a different date is inserted here*** . Customer intends to seek funding from the USAC/SLD, but acknowledges that it may not receive an FCDL prior to this date and that it is possible that USAC/SLD may delay, or not approve funding.

(ii). Funding Denial Agreement Termination; CUSTOMER ACKNOWLEDGES THAT THERE IS NO RIGHT TO TERMINATE THE SERVICES OR SERVICE COMPONENTS MADE THE BASIS OF THIS ATTACHMENT IF E-RATE FUNDING IS DELAYED OR DENIED.

Customer should refer to the E-Rate Rules and Regulations regarding USAC/SLD payments for eligible services delivered after the beginning of the E-Rate year (July 1st) but before receipt of an FCDL.

B.) ☒ [OPTION "B" IS APPROPRIATE FOR NEW SERVICES]

SERVICES WILL NOT COMMENCE AND/OR EQUIPMENT WILL NOT SHIP UNTIL AT&T RECEIVES NOTIFICATION THAT E-RATE FUNDS HAVE BEEN COMMITTED; IF E-RATE FUNDING FOR SERVICES AND/OR EQUIPMENT IS DENIED, AGREEMENT WILL TERMINATE AS TO THOSE SERVICES AND/OR EQUIPMENT UNLESS AND UNTIL A NEW ATTACHMENT (REPLACING THIS ATTACHMENT) IS EXECUTED.

(i). Scope; Customer agrees to use best efforts to obtain funding from the USAC/SLD. AT&T will not begin work related to the Services and/or equipment (including, without limitation, construction, installation or activation activities) until after AT&T receives Customer notification to proceed with the order, and verification of funding approval, and, for Internal Connections (IC), a verification of Form 486 approval by the USAC/SLD. AT&T will commence Service(s) as soon as is practical following the receipt of the appropriate documentation.

(ii). Funding Denial Agreement Termination; if a funding request is denied by the USAC/SLD, the Agreement, with respect to such Service(s) and/or equipment, shall terminate sixty (60) days from the date of the FCDL in which E-Rate funding is denied or on the 30th day following the final appeal of such denial, and Customer will not incur termination liability. In the event Services and/or equipment are to be provided pursuant to a multi-year arrangement (whether by contract or tariff), this termination right applies only to the first year of the multi-year agreement.

(iii). IF CUSTOMER WISHES TO CHANGE ITS SELECTION AND WISHES AT&T TO COMMENCE SERVICES REGARDLESS OF FUNDING COMMITMENT FROM THE USAC/SLD, CUSTOMER WILL EXECUTE A NEW (REPLACEMENT) ATTACHMENT, AND AGREE TO THE TERMS SET FORTH IN "A" ABOVE. Upon execution of the Replacement Attachment, the Parties will mutually agree upon a Service Commencement Date.

This provision does not apply to Services that were initially approved for funding and subsequently deemed ineligible by USAC/SLD after commencement of Service

8. **AT&T Owned Equipment - General Terms and Conditions**

To the extent provided in the applicable Statement of Work, Customer desires Services to be rendered to its location(s) by placing Equipment (e.g. routers, switches) on the Customer's premises (the "Premises"). Customer does not wish to provide this Equipment itself, but instead requests the placement of the Equipment as part of the construction associated with the delivery of the underlying Service.

A. Accordingly, Customer hereby:

- Grants AT&T a license to install, operate, and maintain such Equipment and such additional, supplemental or replacement equipment as AT&T may from time to time deem necessary or desirable for the provision of services contemplated by the Service Agreement) within the Premises at such locations as mutually agreed by the parties at the time of installation, for so long as AT&T is providing the Services.
- Confirms such license shall include a right of access to, from and within the Premises for purposes of installing, operating, maintaining, repairing and replacing such Equipment. All Equipment brought onto the Premises by AT&T will be deemed the personal property of AT&T (regardless of whether such Equipment is attached or affixed to the Premises) and Customer shall have no right to or interest in such Equipment.
- Agrees to provide adequate space and electric power for the Equipment and keep the Equipment physically secure and free from liens and encumbrances. Customer will bear the risk of loss or damage to the Equipment (other than ordinary wear and tear), except to the extent caused by AT&T or its agents. The Equipment will be provided at the prices set forth in the attached Statement of Work.
- Agrees to notify AT&T of any and all issues arising out of or related to such Equipment, including the need for maintenance or repair, and assumes responsibility for notifying any other contractors or persons with a need to know, of the presence of the equipment and their location.
- Agrees to indemnify and hold AT&T harmless from any and all liability that may arise out of the presence and placement of such equipment , except for AT&T's gross negligence.
- • Grants AT&T the right, but not the obligation, to remove all or any part of such equipment from the Premises at any time after the termination of the Service.

B. **Terms of Equipment Usage – E-Rate Category 1 Funding**

Pursuant to the Tennessee Decision referenced above, the Parties agree:

- The same service provider will supply the Equipment and associated eligible Category 1 telecommunications services or Internet access services.
- The Equipment is owned by AT&T. Ownership of the Equipment will not transfer to the Customer in the future, and neither the Master Agreement nor this Attachment includes an option to purchase the Equipment.
- AT&T will provide and maintain the Equipment on the Premise as part of these services.
- The Equipment is capable of servicing other customers of the service provider. Customer has no right to exclusive use of the Equipment, and AT&T may use the Equipment to provide service to another customer.
- The Equipment shall not be used by Customer for any purpose other than receipt of the eligible telecommunications or Internet access service of which it is a part.
- The Local Area Network for data communications of the school or library is functional without dependence on the Category1 Equipment. Customer will provide equipment within their LAN to connect to the Category 1 Equipment.

Additionally, overall SLD program rules and eligibility requirements apply, and these requirements may change from time to time.

C. **Customer Site Obligations**

Please note that there are some important Customer obligation areas to facilitate timely Equipment installation and service delivery. Accordingly, Customer agrees to provide the following:

D. **PATH** - The Customer is responsible for providing or causing the property owner to provide a path from the property line into the building. A clear underground or aerial path is required from the property line where AT&T ILEC facilities exist, to the equipment room designated to support the entrance fiber.

E. **SPACE** – Customer is responsible for providing appropriate floor space and a properly installed equipment rack of suitable strength and quality to properly support the intended Equipment and the location of the Demarcation Point in compliance with FCC and AT&T service requirements.

The appropriate space and location will be mutually agreed following an AT&T site visit by an authorized AT&T Engineer. Any Demarcation Point location which is further than the closest practicable point to the Minimum Point of Entry (MPOE) in the building will require custom work which is not eligible for E-Rate Category 1 (C1) funding, and must be paid for by the Customer.

F. **ENVIRONMENTAL –** Operating environment should be between +40° F and 100° F at 0% to 85% relative humidity (RH-Non-Condensing).

G. **POWER - GROUND** - Customer will need to provide permanent, dedicated, 3-prong grounded power for the Equipment being installed. Power requirements can consist of nominal –48VDC, +24/-24 VDC, 110V, 125V, 220V, etc. located within 3 feet of the AT&T Equipment. AT&T may require more than one power outlet for some Equipment types, and there are specific amperage requirements for different Equipment types.

Relay racks/cabinets must be properly grounded by placing an exposed #6 or larger grounding wire to the building's ground source. This ground wire will be attached to the closest ground rod (earth ground) or building bus bar available and run to the Network Terminating Equipment location in the room.

Site specifc customer obligations will also be provided by AT&T personnel via e-mail upon finalization of this Attachment.

E-rate Rider
Category 1 Services, Facilities and/or Equipment

9. **Customer Owned Facilities – General Terms and Conditions.**

To the extent provided in the applicable Statement of Work, Customer desires Services to be rendered to its location(s) by placing conduit and/or other conduit pathway support structures ("CPSS" or "Facilities") on the Customer's premises (the "Premises"). Customer does not wish to provide these Facilities itself, but instead requests the placement of the Facilities as part of the construction and installation work associated with the delivery of the underlying Service.

Accordingly, Customer hereby:

- Grants AT&T a license to install and operate -- in accordance with the designs agreed to within the Statement of Work, Scope of Work, or other documents, approved by the parties in connection with this project -- such Facilities and such additional or replacement Facilities as AT&T may from time to time deem necessary or desirable for the provision of the Services contemplated by the Service Agreement, at such locations as mutually agreed by the parties at the time of installation, for so long as AT&T is providing the Services.
- Confirms such license shall include a right of access to, from and within the Premises for purposes of installing, repairing and replacing such Facilites. All Facilities brought onto the Premises by AT&T will be deemed the property of Customer.
- Confirms that Customer shall be responsible for the cost of any installation, maintenance, repair or replacement of the Facilities.
- Assumes responsibility for notifying any other contractors or persons with a need to know, of the presence of the Facilities and the location of such Facilities;
- In addition to any early termination charges identified in the Agreement or Pricing Schedule, Customer is also liable for 100% of the cost of $9200 for each site at which AT&T installs Customer Premise Support Structure facilities (CPSS). All early termination charges, plus recovery of entrance facility costs, shall not exceed the total amount Customer would have been required to pay for the Service if it had not terminated early.

10. **Choice of Funding Method**

Customer acknowledges its obligation to designate the method by which it will receive E-Rate discounts. With respect to each discount method, Customer agrees as follows:

Billed Entity Application Reimbursement ("BEAR") – Form 472:
Beginning with the 2016 Program Year, Applicants will file their BEAR forms online in the E-rate Productivity Center (EPC). Applicants will receive their payments from USAC directly to their bank accounts without any Service Provider involvement. The Applicant will need to complete an FCC Form 498 to obtain an Applicant 498 ID and to notify USAC of their banking information. It is solely the Applicant's responsibility to ensure the accuracy of the BEAR submission and the amounts sought to be recovered through the E-rate Program.

Service Provider Invoice Form - ("SPI") – Form 474:
After AT&T has received notification of approved funding, an approved Form 486, and Customer has confirmed the appropriate Billed Accounts to be discounted per Funding Request Number, AT&T will then provide E-rate program discounts and will file a Form 474 SPI. Customer agrees to promptly submit any AT&T or USAC/SLD Forms needed to support requests for payment of Services rendered. In the event SLD denies payment, Customer will be responsible for repayment of all funds provided to Customer by AT&T associated with this process.

FCC RULES REQUIRE THAT PRIOR TO SUBMISSION OF A FORM 471 APPLICATION FOR FUNDING THE PARTIES MUST HAVE ENTERED INTO A BINDING CONTRACT FOR THE SERVICES MADE THE SUBJECT OF THE APPLICATION. IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT STATE LAW REQUIREMENTS FOR A BINDING CONTRACT HAVE BEEN MET PRIOR TO THE SUBMISSION OF A FORM 471.

☐ THIS ATTACHMENT REPLACES THE ATTACHMENT BETWEEN THE PARTIES DATED **<Date of Original Attachment>**.

AT&T

E-rate Rider
Category 1 Services, Facilities and/or Equipment

SO AGREED by the Parties' respective authorized signatories:

Community Action Partnership of Kern (by its authorized representative)	**AT&T** (by its authorized representative)
By: JTT	By:
Name: Jeremy T. Tobias	Name:
Title: Executive Director	Title:
Date: 5/11/17	Date:

AT&T

AT&T MA Reference No. ___________
AT&T Contract ID No. SDN4RKLXP

AT&T SWITCHED ETHERNET SERVICE℠ (with NETWORK ON DEMAND)
PRICING SCHEDULE PROVIDED PURSUANT TO CUSTOM TERMS (For E-Rate)

Customer	**AT&T**
Community Action Partnership of Kern Street Address: 5005 Business Park North City: Bakersfield State/Province: CA Zip Code: 93309 Country: USA	The applicable AT&T Service-Providing Affiliate(s)
Customer Contact (for Notices)	**AT&T Contact (for Notices)**
Name: Bryon Vanderhoff Title: Technology Services Manager Street Address: 5005 Business Park North City: Bakersfield State/Province: CA Zip Code: 93309 Country: USA Telephone: 661-336-5236 Email: bvanderhoff@capk.org Customer Account Number or Master Account Number:	Name: Blaine Karas Street Address: 5555 E. Olive Av Rm 300 City: Fresno State/Province: CA Zip Code: 93727 Country: USA Telephone: 559-430-7413 Email: ak2621@att.com Sales/Branch Manager: Prather SCVP Name: Congo Sales Strata: Gov Ed Sales Region: West **With a copy (for Notices) to:** AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) ☐	
Name: Company Name: Agent Street Address: City: State: Zip Code: Country: USA Telephone: Fax: Email: Agent Code	

This Pricing Schedule for the service(s) identified below ("Service") is part of the Agreement referenced above.

Unless otherwise specified herein, Services purchased under this Pricing Schedule must be managed using the AT&T Network on Demand process described in the Network on Demand Guide available at: http://cpr.att.com/pdf/publications/NOD_Guide.pdf which is incorporated herein by reference and is subject to change by AT&T.

AT&T California currently provides billing and collections services to third parties, which may place charges that Customer authorizes on Customer's bill for intrastate Services. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

Customer confirms receipt of the AT&T customer building / site preparation document describing the installation requirements at the Site(s).

Customer (by its authorized representative)	**AT&T** (by its authorized representative)
By: [signature]	By:
Printed or Typed Name: Jeremy Tobias	Printed or Typed Name:
Title: Executive Director	Title:
Date: 5/11/17	Date:

For AT&T internal use only:	Contract Ordering and Billing Number (CNUM):

WK# - Interstate-InterLATA – TBD WK# - ILEC-Intrastate –TBD Please sign by 12/31/17.	For AT&T Administrative Use Only Pricing Schedule No. _________ Original Effective Date: _________

AT&T Switched Ethernet Service℠ (with Network On Demand)
Pricing Schedule Provided Pursuant to Custom Terms (For E-Rate)

1. SERVICE, SERVICE PROVIDER(S) and SERVICE PUBLICATION(S)

AT&T Switched Ethernet Service℠

Service	Service Publication (incorporated by reference)	Service Publication location
AT&T Switched Ethernet Service℠	AT&T Switched Ethernet Service Guide	http://cpr.att.com/pdf/commonEthServGuide.html.

Service Providers			
AT&T Alabama	AT&T Indiana	AT&T Missouri	AT&T Tennessee
AT&T Arkansas	AT&T Kansas	AT&T Nevada	AT&T Texas
AT&T California	AT&T Kentucky	AT&T North Carolina	AT&T Wisconsin
AT&T Florida	AT&T Louisiana	AT&T Ohio	
AT&T Georgia	AT&T Michigan	AT&T Oklahoma	
AT&T Illinois	AT&T Mississippi	AT&T South Carolina	

2. PRICING SCHEDULE TERM, EFFECTIVE DATES

Pricing Schedule Term	60 months
Start Date of Minimum Payment Period, per Service Component	later of the Effective Date or installation of the Service Component
Rate Stabilization per Service Component	Rates as specified in this Pricing Schedule for each Service Component are stabilized until the end of its Minimum Payment Period.
Pricing following the end of Minimum Payment Period	non-stabilized prices as modified from time to time in applicable Service Publication or, if there is no such pricing, the pricing in this Pricing Schedule
Pricing Schedule Term Extension Option	Customer may extend the Pricing Schedule Term for one or two 12 month periods (each, an "Extension Period") upon written notice to AT&T at least forty-five (45) days prior to the expiration of the original Pricing Schedule Term (or of the first Extension Period, if applicable). In such a case, the Minimum Payment Period for each Service Component in service at the expiration of the original Pricing Schedule Term (and of the first Extension Period, if the second Extension Period is exercised) shall be extended for 12 months for each Extension Period exercised.

3. MINIMUM PAYMENT PERIOD

Service Components	Percentage of Monthly Recurring Charge Applied for Calculation of Early Termination Charges*	Minimum Payment Period per Service Component
All Service Components	50% plus any waived non-recurring charges and, if AT&T installs Customer Premises Support Structure facilities for AT&T Switched Ethernet Service at any site, an additional $9,200 for such site to recover facility costs	60 months
* Early termination charges shall not exceed the total amount of monthly recurring charges for the remainder of the Minimum Payment Period; refer to Network on Demand Guide for details.		

AT&T Switched Ethernet Service℠ (with Network On Demand)
Pricing Schedule Provided Pursuant to Custom Terms (For E-Rate)

4. ADDS; MOVES

4.1 Adds

Additional AT&T Switched Ethemet Service Customer Port Connections ("Adds") may be purchased (where available using the Network on Demand process) during the Pricing Schedule Term for a full Minimum Payment Period as set forth in Section 3 above at the rates, terms and conditions herein (Customer Port Connection MRCs and Bandwidth MRCs for Adds are set forth in section 5.1.2 below).

4.2 Moves

Per applicable Service Publication

5. RATES and CHARGES

5.1 AT&T SWITCHED ETHERNET SERVICE

5.1.1 Initial Site And Service Configuration

The initial sites and configuration of Services covered under this Pricing Schedule are identified on Attachment A. This Pricing Schedule is Customer's order for any new Services shown on Attachment A.

5.1.2 Monthly Recurring Charges (MRC)

All Monthly Recurring Charge (MRC) rates are per port. The total MRC for a port is the sum of the Port Connection MRC, the Bandwidth MRC, and any associated Feature MRC(s).

Port Connection MRC

Port Connection Type/Speed	MRC
Basic 100 Mbps	$ 167.00
Basic 1 Gbps	$ 167.00
Basic 10 Gbps	$ 750.00

Bandwidth MRC

If Customer changes the CIR and/or CoS configuration during the billing cycle, the Bandwidth MRC will be prorated based on the time interval for each configuration. Bandwidth may be adjusted using the Network on Demand process within the available network capacity, which may vary from time to time. All speeds may not be available at all times or at all locations. Network augmentation via traditional processes may be required before certain speeds will be available on demand. Contact your AT&T sales representative to discuss ways to increase available capacity.

WK# - Interstate-InterLATA – TBD WK# - ILEC-Intrastate –TBD Please sign by 12/31/17.	For AT&T Administrative Use Only Pricing Schedule No. __________ Original Effective Date: __________

AT&T Switched Ethernet Service℠ (with Network On Demand)
Pricing Schedule Provided Pursuant to Custom Terms (For E-Rate)

Bandwidth MRC (for 100 Mbps and 1 Gbps Basic Port Connections)					
Committed Information Rate (CIR)	Class of Service (CoS)				
	Non Critical High	Business Critical Medium	Business Critical High	Interactive	Real Time
2 Mbps	$ 38.20	$ 49.00	$ 59.80	$ 70.60	$ 81.40
4 Mbps	$ 46.75	$ 58.00	$ 69.25	$ 80.50	$ 91.75
5 Mbps	$ 51.03	$ 62.50	$ 73.98	$ 85.45	$ 96.93
8 Mbps	$ 59.58	$ 71.50	$ 83.43	$ 95.35	$ 107.28
10 Mbps	$ 69.84	$ 82.30	$ 94.77	$ 107.23	$ 119.70
20 Mbps	$ 102.33	$ 116.50	$ 130.68	$ 144.85	$ 159.03
50 Mbps	$ 153.63	$ 166.93	$ 166.93	$ 166.93	$ 183.63
100 Mbps	$ 183.00	$ 183.00	$ 183.00	$ 183.00	$ 200.50
150 Mbps	$ 269.05	$ 273.17	$ 273.17	$ 273.17	$ 295.18
250 Mbps	$ 324.63	$ 350.50	$ 363.34	$ 363.34	$ 389.85
400 Mbps	$ 367.38	$ 395.50	$ 423.63	$ 451.75	$ 479.88
500 Mbps	$ 410.13	$ 440.50	$ 470.88	$ 501.25	$ 531.63
600 Mbps	$ 495.63	$ 530.50	$ 565.38	$ 600.25	$ 635.13
1000 Mbps	$ 602.50	$ 643.00	$ 683.50	$ 724.00	$ 764.50

Bandwidth MRC (for 10 Gbps Basic Port Connections)					
Committed Information Rate (CIR)	Class of Service (CoS)				
	Non Critical High	Business Critical Medium	Business Critical High	Interactive	Real Time
1000 Mbps	Same as 1000 Mbps rates for 100 Mbps and 1 Gbps Basic Port Connections				
2000 Mbps	$ 211.88	$ 262.50	$ 313.13	$ 363.75	$ 414.00
2500 Mbps	$ 318.75	$ 375.00	$ 431.25	$ 471.76	$ 532.85
4000 Mbps	$ 579.77	$ 579.77	$ 579.77	$ 579.77	$ 646.26
5000 Mbps	$ 687.78	$ 687.78	$ 687.78	$ 687.78	$ 759.67
7500 Mbps	$ 853.63	$ 853.63	$ 853.63	$ 853.63	$ 933.82
9500 Mbps	$ 1,019.48	$ 1,019.48	$ 1,019.48	$ 1,019.48	$ 1,107.96
10000 Mbps	$ 1,185.33	$ 1,185.33	$ 1,185.33	$ 1,185.33	$ 1,282.10

Feature MRC

Feature	MRC
Enhanced Multicast	$ 70.00

5.1.3 Non Recurring Charges (NRC)

Standard Non Recurring Charges for installation of new Customer Port Connections, per the applicable Service Publication, will be waived.

5.1.4 Additional Charges

Charges for additional Service options may apply per Service Publication. Charges for special construction, if needed, may also apply.

6. SPECIAL TERMS, CONDITIONS or OTHER REQUIREMENTS

6.1 Special Conditions for 10 Gbps Customer Port Connections

Basic Ports with transmission speeds of 10 Gbps are available only under certain custom/ICB contracting arrangements and are not fully supported by the Network on Demand process at this time. If Customer has any 10 Gbps Port(s) and wishes to change the CIR of any such Port(s) to values equal to or less than the initially contracted port configuration (Attachment A, Table 2), change the applicable CoS or establish EVCs within permissible parameters, then Customer may use the AT&T Business Center portal to request and schedule such changes. Point-to-point EVCs can be set in 1 Mbps increments from 1 Mbps to 2000 Mbps. Multipoint EVCs can be set in 1 Mbps increments from 1 Mbps to 1000 Mbps. Real Time Class of Service is not available for EVCs exceeding 1000 Mbps. If Customer wishes to increase the CIR above the initially contracted port configuration or make any changes other than as set forth above, Customer must contact AT&T using standard processes to determine whether such changes can be made and whether any modifications to Customer's contract may be required. Requests for EVC CIR above the limits set forth above will be evaluated on an Individual Case Basis, taking into consideration factors such as facility conditions and the impact of the requested configuration on network performance.

6.2 Accelerated Discount

	Accelerated Discount	Liability upon early termination of any Service Component
Special Construction Charges Discount	$162,493.51	100% of the accelerated discount divided by the number of months in the Pricing Schedule Term multiplied by the number of months remaining in the Pricing Schedule Term at date of termination

6.3 BUSINESS DOWNTURN

In the event of a business downturn beyond Customer's control; or a corporate divestiture, merger or acquisition; or a significant restructuring or reorganization of Customer's business; or a force majeure event, any of which significantly impairs Customer's need for the quantity or type of Service provided under this Pricing Schedule, Customer and AT&T shall negotiate in good faith appropriate and commercially reasonable revisions to Customer's commitments, and/or prices and discounts, under this Pricing Schedule. If the parties reach agreement on a revised set of commitments, and/or prices and discounts, AT&T and Customer will amend this Pricing Schedule prospectively. This provision may be invoked by Customer during the Pricing Schedule Term only once and no earlier than the 25th month of the Pricing Schedule Term. This provision will not apply to a change resulting from or related to Customer's decision to use any service provider(s) other than AT&T. Customer will provide AT&T written notice of the conditions Customer believes will require the application of this provision. This provision does not constitute a waiver of any charges, including monthly recurring charges and shortfall charges, Customer incurs prior to amendment of this Pricing Schedule.

AT&T Switched Ethernet Service℠ (with Network On Demand)
Pricing Schedule Provided Pursuant to Custom Terms (For E-Rate)

ATTACHMENT A

RATES and CHARGES; INITIAL SERVICE COMPONENTS, SITE and SERVICE CONFIGURATION

Community Action Partnership of Kern

A-1 Rates and Charges; Initial Quantities

Prices for AT&T Switched Ethernet Service include any required Customer Premises Support Structure.

Service Components	Quantity New	MRC, per Unit
Customer Port Connection - 100 Mbps / Basic / EYQEX	53	$ 167.00
100Mb CIR / Interactive - Basic Only / R6ELX	53	$ 183.00
Customer Port Connection - 10 Gig / Basic / EYQGX	2	$ 750.00
5000Mb CIR / Interactive - Basic Only / R61HX	1	$ 687.78
10000Mb CIR / Interactive - Basic Only / R61SX	1	$ 1,185.33

A-2 Minimum Quantity New Commitment

Required Installation Date	Monthly Shortfall Charge
Within six (6) months after the Effective Date, excluding AT&T delay	50% of MRC (partial months prorated) for each "Quantity New" Service Component not installed by Required Installation Date until installed or, if not installed, until the end of the Pricing Schedule Term

AT&T Switched Ethernet Service℠ (with Network On Demand)
Pricing Schedule Provided Pursuant to Custom Terms (For E-Rate)

A-3. Initial Sites and Service Configuration

Jurisdiction: By selecting "Interstate" Customer certifies that the interstate traffic (including Internet and international traffic) will constitute more than 10% of the total traffic on the Port. By selecting "Intrastate" Customer certifies that the interstate traffic (including Internet and international traffic) will constitute 10% or less of the total traffic on the Port.

Table 1 - Complete a line for each Customer Port Connection.

AT&T Switched Ethernet Service℠ (with Network On Demand)
Pricing Schedule Provided Pursuant to Custom Terms (For E-Rate)

Port ID #	Street Address, City, State	Jurisdiction
1.	5005 BUSINESS PARK NORTH, BKFD, CA 93309	Intrastate
2.	3000 STERLING RD, BKFD, CA 93306	Intrastate
3.	5704 PIONEER DR, BKFD, CA 93306	Intrastate
4.	7998 ALICANTE AV, LMNT, CA 93241	Intrastate
5.	525 CASA LOMA DR, BKFD, CA 93307	Intrastate
6.	1314 OSWELL, BKFD, CA 93306	Intrastate
7.	3101 MALL VIEW RD, BKFD, CA 93306	Intrastate
8.	1410 11TH, BKFD, CA 93304	Intrastate
9.	1835 CECIL AV, DLNO, CA 93215	Intrastate
10.	1900 E CALIFORNIA AV, BKFD, CA 93307	Intrastate
11.	1500 S FAIRFAX RD, BKFD, CA 93307	Intrastate
12.	425 E FAIRVIEW RD, BKFD, CA 93307	Intrastate
13.	1900 FAITH AV, BKFD, CA 93304	Intrastate
14.	2400 TRUXTUN AV, BKFD, CA 93301	Intrastate
15.	2320 MOUNT VERNON AV, BKFD, CA 93306	Intrastate
16.	5055 CALIFORNIA AV, BKFD, CA 93309	Intrastate
17.	8201 PALM AV, LMNT, CA 93241	Intrastate
18.	3811 RIVER BL, BKFD, CA 93305	Intrastate
19.	1940 INYO, MOJ, CA 93501	Intrastate
20.	1015 NOBLE AV, BKFD, CA 93305	Intrastate
21.	127 E MINNER AV, BKFD, CA 93308	Intrastate
22.	1000 PACIFIC, BKFD, CA 93305	Intrastate
23.	1825 FELIZ DR, BKFD, CA 93307	Intrastate
24.	4404 PIONEER DR, BKFD, CA 93306	Intrastate
25.	2400 PLANZ RD, BKFD, CA 93304	Intrastate
26.	1111 BUSH, ARV, CA 93203	Intrastate
27.	1100 9TH, BKFD, CA 93304	Intrastate
28.	2324 VERDE, BKFD, CA 93304	Intrastate
29.	10300 SAN DIEGO, LMNT, CA 93241	Intrastate
30.	2800 AGATE, BKFD, CA 93304	Intrastate
31.	452 W LOS ANGELES AV, SHFTR, CA 93263	Intrastate

AT&T Switched Ethernet Service℠ (with Network On Demand)
Pricing Schedule Provided Pursuant to Custom Terms (For E-Rate)

Port ID #	Street Address, City, State	Jurisdiction
32.	3800 JEWETT AV, BKFD, CA 93301	Intrastate
33.	315 STINE RD, BKFD, CA 93309	Intrastate
34.	1600 POPLAR AV, WASCO, CA 93280	Intrastate
35.	1120 S CURRY, TEHACH, CA 93561	Intrastate
36.	14327 S VINELAND RD, BKFD, CA 93307	Intrastate
37.	3301 VIRGINIA AV, BKFD, CA 93307	Intrastate
38.	1201 WILLIAMS, BKFD, CA 93305	Intrastate
39.	400 WILLOW DR, BKFD, CA 93308	Intrastate
40.	2424 COTTONWOOD RD, BKFD, CA 93307	Intrastate
41.	16804 HIGHWAY 14, MOJ, CA 93501	Intrastate
42.	455 E EUCLID AV, SHFTR, CA 93263	Intrastate
43.	500 E CALIFORNIA AV, BKFD, CA 93307	Intrastate
44.	1001 MAIN, DLNO, CA 93215	Intrastate
45.	204 S HILL, ARV, CA 93203	Intrastate
46.	15580 O, MOJ, CA 93501	Intrastate
47.	230 S MONTCLAIR, BKFD, CA 93309	Intrastate
48.	6019 NILES, BKFD, CA 93306	Intrastate
49.	525 ROBERTS LN, BKFD, CA 93308	Intrastate
50.	4600 PANAMA LN, BKFD, CA 93313	Intrastate
51.	2739 DIAMOND, ROSAMOND, CA 93560	Intrastate
52.	650 JAMES, SHFTR, CA 93263	Intrastate
53.	108 S ROBINSON, TEHACH, CA 93561	Intrastate
54.	2101 7TH, WASCO, CA 93280	Intrastate
55.	2584 FELSITE AV, ROSAMOND, CA 93560	Intrastate

Table 2 – Service Components and Features associated with Customer Port Connections identified above.

Port ID #	Customer Port Connection Speed	CIR Speed for Ports 1 Gbps & Below	CIR Speed for Ports 10 Gbps & Above	Class of Service	Add'l MAC Addresses	Enhanced Multicast
1.	10 Gbps Basic	N/A	10000 Mbps	Interactive	No	No
2.	10 Gbps Basic	N/A	5000 Mbps	Interactive	No	No
3.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No

AT&T Switched Ethernet Service℠ (with Network On Demand)
Pricing Schedule Provided Pursuant to Custom Terms (For E-Rate)

Port ID #	Customer Port Connection Speed	CIR Speed for Ports 1 Gbps & Below	CIR Speed for Ports 10 Gbps & Above	Class of Service	Add'l MAC Addresses	Enhanced Multicast
4.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
5.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
6.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
7.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
8.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
9.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
10.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
11.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
12.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
13.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
14.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
15.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
16.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
17.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
18.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
19.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
20.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
21.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
22.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
23.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
24.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
25.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
26.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
27.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
28.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
29.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
30.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
31.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
32.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
33.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
34.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
35.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
36.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
37.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No

AT&T Switched Ethernet Service℠ (with Network On Demand)
Pricing Schedule Provided Pursuant to Custom Terms (For E-Rate)

Port ID #	Customer Port Connection Speed	CIR Speed for Ports 1 Gbps & Below	CIR Speed for Ports 10 Gbps & Above	Class of Service	Add'l MAC Addresses	Enhanced Multicast
38.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
39.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
40.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
41.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
42.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
43.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
44.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
45.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
46.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
47.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
48.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
49.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
50.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
51.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
52.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
53.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
54.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No
55.	100 Mbps Basic	100 Mbps	N/A	Interactive	No	No

End of Document

ATTACHMENT TO AT&T Switched Ethernet Pricing Schedule Signed May 2017 (Agreement") FOR SERVICES AND/OR PRODUCTS SUBJECT TO UNIVERSAL SERVICES ("E-RATE") FUNDING

This Attachment ("Attachment"), entered into by **AT&T California**. [Insert name of AT&T affiliate] ("AT&T") and Community Action Partnership of Kern "Customer") and effective as of the date last signed below ("Effective Date"), is an attachment to the Agreement. This Attachment shall have the same term as the Agreement. If there are any inconsistencies between the Agreement and this Attachment with respect to the Service for which E-rate funding is sought, the terms and conditions of this Attachment shall control.

This Attachment provides additional terms and conditions that apply when Customer obtains an end-to-end solution involving the use of terminating equipment ("Equipment") as part of its service from AT&T pursuant to FCC order # 99-216 ("Tennessee Decision"). If called for in the applicable Statement of Work, this Attachment also provides additional terms and conditions for the installation of conduit pathway support structure ("CPSS") installed by AT&T in order to bring Service to Customer's demarcation point.

TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

Customer has represented that it intends to seek funding through the Federal Universal Service Fund program known as "E-Rate" for some or all of the Services or Service Components purchased under the Agreement. E-Rate is administered by the Schools and Libraries Division ("SLD") of the Universal Service Fund Administrative Company ("USAC") (sometimes collectively or individually referred to herein as "USAC/SLD"). The Federal Communications Commission ("FCC") has promulgated regulations that govern the participation in the E-Rate program. Both Parties agree to adhere to FCC regulations as well as the rules established by SLD and USAC regarding participation in the E-Rate program. The Parties further agree:

1. Reimbursement of USAC/SLD. If USAC/SLD seeks reimbursement from AT&T of E-Rate funds as a result of Customer's failure to comply with the E-Rate rules or regulations, including Customer delays in submitting required forms or contracts; or if USAC/SLD determines that Services which it had previously approved for discounts are not eligible and funds must be returned (a "ComAd") (other than as the result of AT&T's failure to comply with the E-Rate requirements), then Customer shall reimburse AT&T for any such funds AT&T must return to USAC/SLD within ninety (90) days of notice from USAC/SLD seeking reimbursement. In addition, Customer agrees and acknowledges that a determination of ineligibility, reduction or other non-funding by USAC/SLD does not affect the obligations set forth in the Agreement, including those obligations related to payments and early termination fees.

2. Eligibility of Products and Services. The eligibility or ineligibility of products or services for E-Rate funding is solely the responsibility of the USAC/SLD and/or the FCC. AT&T makes no representations or warranties regarding such eligibility.

3. Service Substitutions. Customer acknowledges that USAC/SLD funding commitments are based upon the products, services and locations set forth in the Form 471 and that any modification to the products and services and/or the locations at which the products or services are to be installed and/or provided, requires Customer to file a service substitution with USAC/SLD, seeking permission to receive alternative service or receive the service to an alternative location. If Customer intends to make any such service substitutions, then Customer agrees to pursue USAC/SLD approval for them, and file any and all requisite documentation, diligently. AT&T will provide Services and Service Components only as approved by the USAC/SLD and may suspend activities pending approval of service substitution requests.

4. Requested Information. If requested, Customer will promptly provide AT&T with final copies of the following E-Rate-related materials (including all attachments) prepared by or for Customer: (i) Form 471 and Item 21 Attachment; if appropriate, (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and, (vi) Form 472-BEAR. If the Customer issues purchase orders, Customer shall clearly delineate between eligible and non-eligible Services on those orders.

5. Representations, Warranties and Indemnities. Each Party represents and warrants that it has and will comply with all laws and the requirements applicable to the E-Rate Program. In addition to any indemnification obligations set forth in

the Agreement and to the extent permitted by law, each Party agrees to indemnify and hold harmless the other Party (its employees, officers, directors and agents, and its parents and affiliates under common control) from and against all third party claims (including FCC or USAC/SLD claims) and related loss, liability, damage and expense (including reasonable attorney's fees) arising out of the indemnifying Party's violation of the E-Rate Requirements or breach of the representations, warranties, and terms contained in this Attachment.

6. Non-Appropriations. By executing the Agreement, Customer warrants that Customer has funds appropriated and available to pay all amounts due hereunder through the end of Customer's current fiscal period. Customer further agrees to request all appropriations and funding necessary to pay for the Services for each subsequent fiscal period through the end of the Agreement Term. In the event Customer is unable to obtain the necessary appropriations for the Services provided under this Attachment, Customer may terminate the Services without liability for the termination charges upon the following conditions: (i) Customer has taken all actions necessary to obtain adequate appropriations or funding; (ii) despite Customer's best efforts funds have not been appropriated and are otherwise unavailable to pay for the Services; and (iii) Customer has negotiated in good faith with AT&T to develop revised terms, an alternative payment schedule or a new agreement to accommodate Customer's budget. Customer must provide AT&T thirty (30) days' written notice of its intent to terminate the Services. Termination of the Services for failure to obtain necessary appropriations or funding shall be effective as of the last day for which funds were appropriated or otherwise made available. If Customer terminates the Services under this Attachment, Customer agrees as follows: (i) it will pay all amounts due for Services incurred through date of termination, and reimburse all unrecovered non-recurring charges; and (ii) it will not contract with any other provider for the same or substantially similar services or equipment for a period equal to the original Agreement Term.

7. **Customer Must Choose A or B**

A.) ☐ [OPTION "A" IS AVAILABLE FOR NEW OR EXISTING SERVICES]

CUSTOMER DIRECTS AT&T TO COMMENCE OR CONTINUE SERVICES EVEN IF FUNDING COMMITMENT DECISION LETTER ("FCDL") HAS NOT BEEN RECEIVED FROM USAC/SLD. CUSTOMER ACKNOWLEDGES ITS OBLIGATION TO PAY FOR THE SERVICE IF FUNDING IS DENIED OR USAC/SLD COMMITMENT IS NOT RECEIVED.

(i). Scope; ***Customer desires that Services commence on or about July 1 unless a different date is inserted here*** . Customer intends to seek funding from the USAC/SLD, but acknowledges that it may not receive an FCDL prior to this date and that it is possible that USAC/SLD may delay, or not approve funding.

(ii). Funding Denial Agreement Termination; CUSTOMER ACKNOWLEDGES THAT THERE IS NO RIGHT TO TERMINATE THE SERVICES OR SERVICE COMPONENTS MADE THE BASIS OF THIS ATTACHMENT IF E-RATE FUNDING IS DELAYED OR DENIED.

Customer should refer to the E-Rate Rules and Regulations regarding USAC/SLD payments for eligible services delivered after the beginning of the E-Rate year (July 1st) but before receipt of an FCDL.

B.) ☒ [OPTION "B" IS APPROPRIATE FOR NEW SERVICES]

SERVICES WILL NOT COMMENCE AND/OR EQUIPMENT WILL NOT SHIP UNTIL AT&T RECEIVES NOTIFICATION THAT E-RATE FUNDS HAVE BEEN COMMITTED; IF E-RATE FUNDING FOR SERVICES AND/OR EQUIPMENT IS DENIED, AGREEMENT WILL TERMINATE AS TO THOSE SERVICES AND/OR EQUIPMENT UNLESS AND UNTIL A NEW ATTACHMENT (REPLACING THIS ATTACHMENT) IS EXECUTED.

(i). Scope; Customer agrees to use best efforts to obtain funding from the USAC/SLD. AT&T will not begin work related to the Services and/or equipment (including, without limitation, construction, installation or activation activities) until after AT&T receives Customer notification to proceed with the order, and verification of funding approval, and, for Internal Connections (IC), a verification of Form 486 approval by the USAC/SLD. AT&T will commence Service(s) as soon as is practical following the receipt of the appropriate documentation.

(ii). Funding Denial Agreement Termination: if a funding request is denied by the USAC/SLD, the Agreement, with respect to such Service(s) and/or equipment, shall terminate sixty (60) days from the date of the FCDL in which E-Rate funding is denied or on the 30th day following the final appeal of such denial, and Customer will not incur termination liability. In the event Services and/or equipment are to be provided pursuant to a multi-year arrangement (whether by contract or tariff), this termination right applies only to the first year of the multi-year agreement.

(iii). IF CUSTOMER WISHES TO CHANGE ITS SELECTION AND WISHES AT&T TO COMMENCE SERVICES REGARDLESS OF FUNDING COMMITMENT FROM THE USAC/SLD, CUSTOMER WILL EXECUTE A NEW (REPLACEMENT) ATTACHMENT, AND AGREE TO THE TERMS SET FORTH IN "A" ABOVE. Upon execution of the Replacement Attachment, the Parties will mutually agree upon a Service Commencement Date.

This provision does not apply to Services that were initially approved for funding and subsequently deemed ineligible by USAC/SLD after commencement of Service

8. **AT&T Owned Equipment - General Terms and Conditions**

To the extent provided in the applicable Statement of Work; Customer desires Services to be rendered to its location(s) by placing Equipment (e.g. routers, switches) on the Customer's premises (the "Premises"). Customer does not wish to provide this Equipment itself, but instead requests the placement of the Equipment as part of the construction associated with the delivery of the underlying Service.

A. Accordingly, Customer hereby:

- Grants AT&T a license to install, operate, and maintain such Equipment and such additional, supplemental or replacement equipment as AT&T may from time to time deem necessary or desirable for the provision of services contemplated by the Service Agreement) within the Premises at such locations as mutually agreed by the parties at the time of installation, for so long as AT&T is providing the Services.
- Confirms such license shall include a right of access to, from and within the Premises for purposes of installing, operating, maintaining, repairing and replacing such Equipment. All Equipment brought onto the Premises by AT&T will be deemed the personal property of AT&T (regardless of whether such Equipment is attached or affixed to the Premises) and Customer shall have no right to or interest in such Equipment.
- Agrees to provide adequate space and electric power for the Equipment and keep the Equipment physically secure and free from liens and encumbrances. Customer will bear the risk of loss or damage to the Equipment (other than ordinary wear and tear), except to the extent caused by AT&T or its agents. The Equipment will be provided at the prices set forth in the attached Statement of Work.
- Agrees to notify AT&T of any and all issues arising out of or related to such Equipment, including the need for maintenance or repair, and assumes responsibility for notifying any other contractors or persons with a need to know, of the presence of the equipment and their location.
- Agrees to indemnify and hold AT&T harmless from any and all liability that may arise out of the presence and placement of such equipment , except for AT&T's gross negligence.
- • Grants AT&T the right, but not the obligation, to remove all or any part of such equipment from the Premises at any time after the termination of the Service.

B. **Terms of Equipment Usage – E-Rate Category 1 Funding**

Pursuant to the Tennessee Decision referenced above, the Parties agree:

- The same service provider will supply the Equipment and associated eligible Category 1 telecommunications services or Internet access services.
- The Equipment is owned by AT&T. Ownership of the Equipment will not transfer to the Customer in the future, and neither the Master Agreement nor this Attachment includes an option to purchase the Equipment.
- AT&T will provide and maintain the Equipment on the Premise as part of these services.
- The Equipment is capable of servicing other customers of the service provider. Customer has no right to exclusive use of the Equipment, and AT&T may use the Equipment to provide service to another customer.

- The Equipment shall not be used by Customer for any purpose other than receipt of the eligible telecommunications or Internet access service of which it is a part.
- The Local Area Network for data communications of the school or library is functional without dependence on the Category1 Equipment. Customer will provide equipment within their LAN to connect to the Category 1 Equipment.

Additionally, overall SLD program rules and eligibility requirements apply, and these requirements may change from time to time.

C. **Customer Site Obligations**

Please note that there are some important Customer obligation areas to facilitate timely Equipment installation and service delivery. Accordingly, Customer agrees to provide the following:

D. **PATH** - The Customer is responsible for providing or causing the property owner to provide a path from the property line into the building. A clear underground or aerial path is required from the property line where AT&T ILEC facilities exist, to the equipment room designated to support the entrance fiber.

E. **SPACE** – Customer is responsible for providing appropriate floor space and a properly installed equipment rack of suitable strength and quality to properly support the intended Equipment and the location of the Demarcation Point in compliance with FCC and AT&T service requirements.

The appropriate space and location will be mutually agreed following an AT&T site visit by an authorized AT&T Engineer. Any Demarcation Point location which is further than the closest practicable point to the Minimum Point of Entry (MPOE) in the building will require custom work which is not eligible for E-Rate Category 1 (C1) funding, and must be paid for by the Customer.

F. **ENVIRONMENTAL –** Operating environment should be between +40° F and 100° F at 0% to 85% relative humidity (RH-Non-Condensing).

G. **POWER - GROUND** - Customer will need to provide permanent, dedicated, 3-prong grounded power for the Equipment being installed. Power requirements can consist of nominal –48VDC, +24/-24 VDC, 110V, 125V, 220V, etc. located within 3 feet of the AT&T Equipment. AT&T may require more than one power outlet for some Equipment types, and there are specific amperage requirements for different Equipment types.

Relay racks/cabinets must be properly grounded by placing an exposed #6 or larger grounding wire to the building's ground source. This ground wire will be attached to the closest ground rod (earth ground) or building bus bar available and run to the Network Terminating Equipment location in the room.

Site specifc customer obligations will also be provided by AT&T personnel via e-mail upon finalization of this Attachment.

9. **Customer Owned Facilities – General Terms and Conditions.**

To the extent provided in the applicable Statement of Work, Customer desires Services to be rendered to its location(s) by placing conduit and/or other conduit pathway support structures ("CPSS" or "Facilities") on the Customer's premises (the "Premises"). Customer does not wish to provide these Facilities itself, but instead requests the placement of the Facilities as part of the construction and installation work associated with the delivery of the underlying Service.

Accordingly, Customer hereby:

- Grants AT&T a license to install and operate -- in accordance with the designs agreed to within the Statement of Work, Scope of Work, or other documents, approved by the parties in connection with this project -- such Facilities and such additional or replacement Facilities as AT&T may from time to time deem necessary or desirable for the provision of the Services contemplated by the Service Agreement, at such locations as mutually agreed by the parties at the time of installation, for so long as AT&T is providing the Services.
- Confirms such license shall include a right of access to, from and within the Premises for purposes of installing, repairing and replacing such Facilites. All Facilities brought onto the Premises by AT&T will be deemed the property of Customer.
- Confirms that Customer shall be responsible for the cost of any installation, maintenance, repair or replacement of the Facilities.

- Assumes responsibility for notifying any other contractors or persons with a need to know, of the presence of the Facilities and the location of such Facilities;
- In addition to any early termination charges identified in the Agreement or Pricing Schedule, Customer is also liable for 100% of the cost of $9200 for each site at which AT&T installs Customer Premise Support Structure facilities (CPSS). All early termination charges, plus recovery of entrance facility costs, shall not exceed the total amount Customer would have been required to pay for the Service if it had not terminated early.

10. **Choice of Funding Method**

Customer acknowledges its obligation to designate the method by which it will receive E-Rate discounts. With respect to each discount method, Customer agrees as follows:

Billed Entity Application Reimbursement ("BEAR") – Form 472:
Beginning with the 2016 Program Year, Applicants will file their BEAR forms online in the E-rate Productivity Center (EPC). Applicants will receive their payments from USAC directly to their bank accounts without any Service Provider involvement. The Applicant will need to complete an FCC Form 498 to obtain an Applicant 498 ID and to notify USAC of their banking information. It is solely the Applicant's responsibility to ensure the accuracy of the BEAR submission and the amounts sought to be recovered through the E-rate Program.

Service Provider Invoice Form - ("SPI") – Form 474:
After AT&T has received notification of approved funding, an approved Form 486, and Customer has confirmed the appropriate Billed Accounts to be discounted per Funding Request Number, AT&T will then provide E-rate program discounts and will file a Form 474 SPI. Customer agrees to promptly submit any AT&T or USAC/SLD Forms needed to support requests for payment of Services rendered. In the event SLD denies payment, Customer will be responsible for repayment of all funds provided to Customer by AT&T associated with this process.

FCC RULES REQUIRE THAT PRIOR TO SUBMISSION OF A FORM 471 APPLICATION FOR FUNDING THE PARTIES MUST HAVE ENTERED INTO A BINDING CONTRACT FOR THE SERVICES MADE THE SUBJECT OF THE APPLICATION. IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT STATE LAW REQUIREMENTS FOR A BINDING CONTRACT HAVE BEEN MET PRIOR TO THE SUBMISSION OF A FORM 471.

☐ THIS ATTACHMENT REPLACES THE ATTACHMENT BETWEEN THE PARTIES DATED **<Date of Original Attachment>**.

SO AGREED by the Parties' respective authorized signatories:
Insert E-Rate Billed Entity Number (BEN): ***17001576***

Community Action Partnership of Kern (by its authorized representative)	**AT&T** (by its authorized representative)
By: [signature]	By:
Name: Jeremy T. Tobias	Name:
Title: Executive Director	Title:
Date: 5/11/17	Date:

Community Action Partnership of Kern

Memorandum

To: Board of Directors

From: Ralph Martinez, Director, Planning Research and Development

Date: May 31, 2017

Subject: *Agenda Item VI(e):* Public Hearing of the CAPK 2018-2019 Community Action Plan – **Info Item**

CAPK staff prepared the attached draft 2018-2019 Community Action Plan for approval by the CAPK Board prior to submittal to the California Department of Community Services (CSD). The CAP includes the required community needs assessment, detailing existing poverty conditions and input from residents.

Staff conducted an advertised public focus group on May 11, 2017 and provided a CAP update to the Program Review and Evaluation Committee on May 17, 2017. A draft version of the Community Action Plan (CAP) was made available on the CAPK website April 19, 2017 for review by the public, partners and CAPK Board.

Key Findings:
Poverty in Kern County continues to be high at 23.5% overall and 35.4% specifically for children under 5 years of age. Each of our current programs is supported by community need indicators, as outlined in the community needs assessment section of the CAP. The resident survey also shows low-income community concerns over achieving a stable home life, affordable health care, a continued lack of jobs, lack of education and need for job training. CAPK will further evaluate each of these areas of concern during the 2018-2019 strategic planning service review process to determine our possible role, if any, in helping to meet these community needs. Staff will carefully review existing services in Kern County and determine if there are significant gaps in service.

Next Steps:
The Board and staff will consider comments received at the May 31, 2017 public hearing and complete the Community Action Plan for approval at the June 28, 2017 CAPK Board meeting.

Attachments:
Draft Community Action Partnership of Kern 2018-2019 Community Action Plan

2018-2019 Community Action Plan

California Department of Community Services and Development

Community Services Block Grant

PURPOSE

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency.

Community Action Plans must adhere to the following federal and state laws:

COMPLIANCE WITH FEDERAL LAW
To comply with the Community Services Block Grant (CSBG) Act, Public Law 105-285, Section 676b (11) eligible entities must complete a Community Action Plan (CAP), as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

COMPLIANCE WITH STATE LAW
To comply with California Government Code 12747 pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet. Additionally, CAPs should provide for the contingency of reduced federal funding.

COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS
As described in the Office of Community Services (OCS) Information Memorandum (IM) #138 dated January 26, 2015, CSBG eligible entities will comply with implementation of the Organizational Standards. Compliance with Organizational Standards will be reported to OCS on an annual basis via the CSBG Annual report. In the section below, CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive community needs assessment. CAP responses should reflect compliance with the Organizational Standards and demonstrate a thorough understanding of the Organizational Standards throughout the development of a comprehensive community needs assessment.

CONSUMER INPUT AND INVOLVEMENT

Standard 1.1 The organization/department demonstrates low-income individuals' participation in its activities.

Standard 1.2 organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

COMMUNITY ENGAGEMENT

Standard 2.2: The organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. This sector would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

COMMUNITY ASSESSMENT

Private Agency - Standard 3.1: Organization conducted a community assessment and issued a report within the past 3 year period.

Public Agency - Standard 3.1: Department conducted a community assessment and issued a report within the past 3 year period, if no other report exists.

Standard 3.2: As part of the community assessment the organization/department collects and analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3: Organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

Standard 3.4: The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

Standard 3.5: The governing board or tripartite board/advisory body formally accepts the completed community assessment.

Standard 4.2: The organization's/department's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 4.3: The organizations /department's Community Action Plan and strategic plan document the continuous use of the full Results-Oriented Management and Accountability (ROMA) cycle.

STRATEGIC PLANNING

Private Agency Standard 6.4: Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.

Public Agency Standard 6.4: Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.

STATE PLAN AND APPLICATION REQUIREMENTS

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by eligible entities is included in CSDs biennial State Plan and Application.

State of California
Department of Community Services and Development
CSBG Community Action Plan
CSD 410--Version (01/17)

COMMUNITY SERVICES BLOCK GRANT

2018/2019 PROGRAM YEAR COMMUNITY ACTION PLAN COVER PAGE AND CERTIFICATION

TO: Department of Community Services and Development
Attention: Field Operations Unit
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

FROM: Community Action Partnership of Kern5005 Business Park North, Bakersfield, CA 93309

Agency Contact Person Regarding Community Action Plan

Name:	Ralph Martinez		
Title:	Director of Community Development		
Phone:	661-336-5236	Ext:	1114
Fax:	661-322-2237		
Email:	rmartinez@capk.org		

CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

The undersigned hereby certifies that this agency complies with the Assurances and Requirements of this 2018/2019 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

Board Chairperson ____________________ Date ____________

Executive Director ____________________ Date ____________

TABLE OF CONTENTS

The CAP is to be arranged in the order below. Please include the appropriate page numbers for reference. Additional attachments are to be added as appendices.

(Insert Page Numbers)

2018 - 2019 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than **June 30, 2017**:

☒ **Cover Page and Certification**

☒ **Table of Contents**

☒ **Vision Statement**

☒ **Mission Statement**

☒ **Comprehensive Community Needs Assessment**

☒ **Documentation of Public Hearing(s)**

☒ **Federal Assurances**

☒ **State Assurances**

☒ **Individual and Community Eligibility Requirements**

☒ **Monitoring and Evaluation**

☒ **Data Collection**

☒ **Appendices (Optional)**

VISION STATEMENT

Provide your agency's Vision Statement which describes your agency's values. The vision is broader than any one agency can achieve; the agency collaborates with others in pursuit of this vision.

At CAPK we envision a future where communities are economically stable centers of potential with abundant resources for all people. Our guiding principles are as follows: **Leadership.** We recognize that each of us leads by the examples we set. As leaders, we seek to find and offer solutions for the problems and challenges that emerge. **Commitment.** We honor and uphold our commitments to this agency, our colleagues, and the children and families we serve. **Respect & Honor.** We treat the families we serve and one another with respect and honor. We recognize that the individuality and uniqueness of each person makes this organization strong. **Quality Service Delivery.** The degree to which each of us meets our responsibilities impacts the quality of work we produce and the services we offer. We define quality for our programs, evaluate program and agency effectiveness, and continually improve service delivery. **Communication.** We communicate with families, colleagues, and the community in an open and clear manner that enhances understanding. We respect and protect confidentiality and hold ourselves to the highest professional standards. As the federally designated poverty fighting agency in Kern County and a member of the national Community Action Agencies network, we are committed to The Promise of Community Action: *Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.* Within the agency's strategic plan is the desire to transform our service area into an economically stable environment and centers of potential for all residents with an abundance of resources; employment, educational, and artistic opportunities; and a commitment to justice and diversity. We envision an environment where individuals and families are self-reliant, caring contributors who live, work, and play in safe communities; have access to affordable and energy efficient housing; enjoy food security and nutrition; and provide children with a foundation that fosters life-long academic success.

MISSION STATEMENT

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Organizational Standard 4.1 references the Mission Statement for private and public entities:

Private Entities
The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization's programs and services are in alignment with the mission.

Public Entities
The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:
1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

Provide your agency's Mission Statement

Mission Statement (Insert Statement)

Community Action Partnership of Kern shall provide and advocate for resources that will empower members of the communities we serve to be self-sufficient.

COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

Public law 105-285 requires the state to secure from each eligible entity, as a condition to receive funding, a CAP which includes a community-needs assessment for the community served. Additionally, state law requires each CSBG eligible entity to develop a CAP that assess poverty-related needs, available resources, feasible goals, and strategies, and that yields program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

The Community Needs Assessment captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered from various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The Community Needs Assessment should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies. The Community Needs Assessment should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

As a part of the Community Needs Assessment process, each organization will analyze both qualitative and quantitative data to provide a comprehensive "picture" of their service area. To assist the collection of quantitative data, CSD has provided a link to a data dashboard including instructions and a data dictionary. The link gives agencies access to data for every county in the state. The dashboard can be accessed by clicking on the link or copying and pasting the link in your browser.

https://public.tableau.com/views/Cap_Assessment/CAPData?:embed=y&:display_count=yes

This data can be used as a starting point for developing your needs assessment. It is derived from data sources that align to the federal assurances required for the Community Services Block Grant. Each respondent is responsible for providing information regarding the needs around each federal assurance to indicate whether the agency or some other entity is providing the services.

By clicking on the State and County level Data page, the user will have access to quantitative poverty data. Analysis of the data collected is critical and must include not only the summarization of findings but the identification, measurement, and reporting of improvements and changes in the community both in the conditions and resources to assist low-income consumers on their journey towards self-sufficiency.

In the space below, provide a narrative description of the causes and conditions of poverty affecting the community in your service area such as child care, community housing, crime, educational achievement, employment/unemployment, income management, healthcare, homelessness, nutrition, and other factors not listed. In particular, describe how the agency ensures that the Community Needs Assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the CAP.

Agencies should describe the methods and strategies used to collect the information and should utilize a combination of activities and tools such as focus groups, surveys; community dialogue, asset mapping, interviews, and public records.

Comprehensive Community Needs Assessment (Insert Narrative)

Service Area

CAPK's geographic service area includes all of Kern County, California. CAPK also operates programs in other counties in California including Women, Infants, and Children (WIC) supplemental nutrition program in the communities of Adelanto, Big Bear, Phelan, Needles, and Crestline in San Bernardino County; Migrant Alternative Payment Childcare program (MCAP) at entry points in the counties of Kern, Tulare, Kings, Fresno, Madera, and Merced; 2-1-1 County information and referral program in Kings, Tulare, Merced, Stanislaus, and Mariposa Counties.

Although CAPK serves other communities, the majority of services are provided in Kern County, which is the focus of this needs assessment. Kern County is located in Central California, at the southern end of the San Joaquin Valley. Kern is California's third-largest county by land area. At 8,172 square miles, Kern is larger than the states of Massachusetts, New Jersey, or Hawaii. Terrain varies dramatically within the county, from the valley lowlands to the mountain peaks of the southern Sierra Nevada, to arid stretches of the Mojave Desert. Because of this geographic diversity, the county has a wide range of climates, determined largely by elevation and precipitation. Summer temperatures often reach over 100 degrees during the summer on the valley floor and in the Mojave Desert, and winter temperatures drop into the teens in the higher mountains.

The county's economy is driven primarily by the petroleum industry and agriculture. Both industries are cyclical and affected by environmental and national and global economic factors. Kern County historically has higher unemployment rates compared to the rest of the state and nation. Recent decreases in oil prices have resulted in mass layoffs by oil producers and service companies and business closures. The statewide drought has resulted in layoffs and reduced hours for agricultural workers and food processing operations as growers scale back on production because of the water shortage.

Kern is primarily a rural county with one Standard Metropolitan Area (SMA), which includes the cities of Bakersfield and Delano. Other incorporated cities include Wasco, Taft, Shafter, Maricopa, McFarland, Arvin, Ridgecrest, Tehachapi, and California City. The county has many other unincorporated communities with over 1,000 in population (statistically referred to as "Census Designated Places") including Bear Valley Springs, Bodfish, Boron, Buttonwillow, Caliente, North Edwards, China Lake Acres, Edwards Air Force Base, Frazier Park, Ford City, Golden Hills, Greenacres, Greenfield, Kernville, Lake Isabella, Lamont, Lost Hills, Oildale, Pine Mountain Club, Stallion Springs, Taft Heights, Weedpatch, Weldon, and Wofford Heights.

Figure 1-Kern County Geography

Key needs for Kern County include: increased per capita and household income levels, increased rate of educational attainment, employment services for adults and youth (including training for jobs that pay a living wage), affordable child care, affordable housing (rentals and ownership), health services/medicine, substance abuse and lower utility costs.

<u>Kern County Community Needs</u>

CAPK performed an in-depth assessment of Kern County community needs using a combination of the following activities:

- Conducting the 2017 CAPK Community Needs Surveys;
- Participation in other agencies' needs assessments, including the City of Bakersfield Consolidated Plan and Kern County Consolidated Plan;
- Evaluation of unmet needs from the 2-1-1 Kern information and referral ;
- Collection of U.S. Census poverty and demographic data; and
- Review of several other county-level assessments, including First 5 of Kern County, United Way of Kern County, and Kern Food Policy Council's Food Systems Assessment.

<u>2017 CAPK Community Needs Survey</u>

CAPK developed the 2017 Community Needs Survey to help identify needs in Kern County. The survey was made available in English and Spanish through CAPK's webpage, seven of CAPK's various program Facebook pages, CAPK's Twitter, Instagram, and LinkedIn accounts as well as paper versions for those who did not have access electronically. Links to the online survey as well as printable versions of the English and Spanish surveys were shared with CAPK's partner agencies. The survey was also promoted on air through an interview with a local radio station.

The survey provides a snapshot of residents' opinions regarding the needs of Kern Residents, their personal socioeconomic conditions, programs and services recently accessed. The survey consisted of multiple choice questions which measured the level of needs for family, youth and community services, health and nutrition services, employment services, and early childhood education services. The community needs survey was designed to gather information from CAPK clients, other Kern residents, and people working in social service agencies throughout the county.

The 2017 Community Needs Survey was opened on April 4, 2017, and is still open. The following table contains preliminary data as of April 11, 2017. The red highlighted cells indicate the areas of highest need for each question. A full analysis will be included in the final draft of the CAP Report.

Table 1: CAPK 2017 Community Needs Survey Questions and Responses, Clients

2017 Community Needs Survey	Client Responses	All Responses
1. Think about children aged 0 - 5 years in your family or community. What is needed to ensure the healthy mental and physical development of these children?	**High Need**	**High Need**
Eating regular meals	87.5%	84.6%
Eating healthy foods	87.7%	86.0%
Stable family / home life	89.3%	92.6%
Attending preschool	77.2%	68.0%
Play time / interaction	69.6%	69.8%
Safe neighborhood	80.4%	79.9%
2. Think about children aged 6 - 11 years in your family or community. What is needed to ensure the healthy mental and physical development of these children?	**High Need**	**High Need**
Getting exercise	77.2%	73.3%
Help with school work	77.2%	69.3%
Eating regular meals	87.5%	86.6%
Eating healthy food	86.0%	85.3%
Stable family / home life	82.5%	87.3%
Safe neighborhood	82.5%	79.9%
Anti-drug / Alcohol abuse education	71.9%	64.0%
3. Think about adolescents aged 12 - 17 years in your family or community. What is needed to give these adolescents the ability to become healthy, stable, and productive adults?	**High Need**	**High Need**
Sexual health / Pregnancy prevention education	89.5%	87.3%
Healthy eating / Active lifestyle	89.5%	83.3%

Anti-violence / Gang prevention programs	68.4%	68.7%
Help with school work	75.4%	68.0%
Alcohol / Drug abuse prevention	80.7%	76.7%
Stable family / home life	89.5%	89.3%
Safe neighborhood	86.0%	78.7%
Basic financial / household skills	87.5%	81.2%
4. Think about people aged 18 - 25 years in your family or community, who are NOT currently in school, training, or employment. What is needed to help them become healthy, stable, and productive adults?	**High Need**	**High Need**
Adult education (literacy, English, GED, etc.)	75.0%	77.2%
Higher education (trade school, college)	82.1%	81.9%
Healthy eating / Active lifestyle	69.6%	62.4%
Anti-violence / Gang prevention programs	58.9%	62.4%
Employment counseling	80.4%	82.4%
Alcohol / Drug abuse prevention	71.4%	69.8%
5. Think about working age people in your family or community. What is needed to help them get a job?	**High Need**	**High Need**
Child care	86.0%	76.7%
Accommodation for disability / Health condition	48.2%	45.9%
Car / Access to public transport	67.9%	68.5%
Qualifications / Skills	82.5%	78.0%
Reducing barriers for people with criminal record	51.8%	45.6%
Legal status	49.1%	48.0%
6. Think about working age people in your family or community. What is needed to help them increase their income?	**High Need**	**High Need**
Adult education (literacy, English, GED, etc.)	73.2%	65.8%
Higher education (trade school, college)	82.5%	80.7%
Support for small / start-up business	63.6%	58.8%
Employment counseling	75.0%	63.8%
Continuing education to keep up with industry / technology	78.6%	75.8%
7. Think about seniors (60 years +) in your family or community. What is needed to improve their quality of life?	**High Need**	**High Need**
Earning opportunities	60.7%	55.4%
Retirement / financial counseling	67.9%	67.6%
Affordable, quality health care	90.9%	89.9%
Transportation	75.0%	68.9%
Social / recreational activities	75.0%	67.8%

Eating regular, healthy meals	85.5%	77.7%
Getting exercise	78.6%	69.6%
Alcohol / Drug abuse counseling	38.2%	29.3%
8. Think about your home. What is needed to help you or your family find or maintain a safe, affordable house / apartment?	**High Need**	**High Need**
Non-discriminatory / Fair housing	47.3%	40.4%
Safe neighborhood	75.4%	67.3%
Repairs to home / appliances	55.4%	48.3%
Affordable rent / mortgage payment	71.4%	64.4%
Lower utility bills	67.3%	62.8%
Better credit score	63.6%	41.9%
Efficient heating / cooling system	73.2%	59.7%
9. Think about your access to health care. What is needed to help keep you and your family healthy?	**High Need**	**High Need**
Affordable doctor's visits / medicines	68.4%	66.2%
Transportation	42.9%	37.2%
Health insurance	64.9%	64.4%
Changes in government / politics	66.7%	61.7%
Specialized care providers	66.1%	60.1%
Mental health services	58.2%	52.7%
Shorter wait to get appointment	57.1%	51.7%
Nutrition / health education	66.7%	52.0%

Table 2: Use of CAPK Programs in the Last 12 Months

CAPK Program	Percent
Energy Program	42.3%
Food Bank	34.6%
2-1-1 Helpline	34.6%
Women, Infants & Children (WIC)	32.7%
Head Start / Early Head Start	25.0%
Volunteer Income Tax Assistance (VITA)	17.3%
Friendship House Community Center	5.8%
Shafter Youth Center	3.8%
East Kern Family Resource Center (Mojave)	1.9%
Migrant Childcare Program	1.9%

Health Needs Assessments

CAPK staff participated in a county wide Community Health Needs Assessment, a collaborative effort with Healthy Kern County, Delano Regional Medical Center, Dignity Health (Mercy and Memorial Hospitals), Kaiser Permanente, and San Joaquin Community Hospital[1]. The purpose of this annual assessment is to gain insight into the health conditions and trends of Kern residents and to identify areas of focus to improve the health of the community. The assessments resulted in publication of the report, which combines quantitative and qualitative information based on review of health and quality of life data and interviews with community leaders and representatives of local agencies.

The assessment is linked to Healthy Kern County (www.healthykern.org), a website designed to provide a one-stop source of nonbiased data and information about community health in Kern County. It is intended to help planners, policy makers, and community members identify issues and devise solutions. Healthy Kern County includes comprehensive local data, Healthy People 2020 Progress Tracker, news, informative articles, and a community activities calendar.

The top four priority areas identified in the 2016 Community Health Needs Assessment include:
1. Obesity
2. Basic Needs: Poverty and Unemployment
3. Educational Attainment
4. Access to Health Care

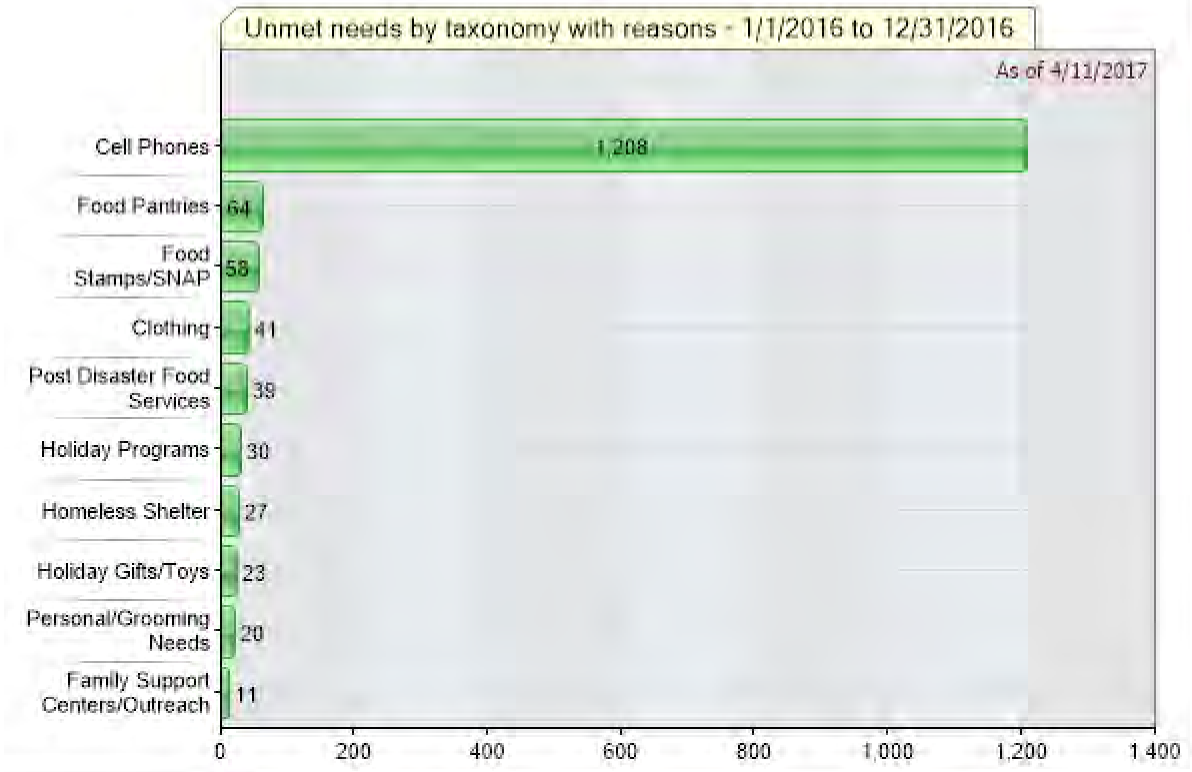
The collaborative created a set of interview questions and obtained input from key stakeholders in the community to validate the top issues, identify gaps, and suggest evidenced-based and/or promising practices to address the issues.

Focus Group
CAPK will invite the public to a focus group, to be held on Thursday, May 11, 2017. The purpose of this focus group will be to collect comments about community needs and CAPK services in an open format. The results of the focus group will be included in the final draft of this report.

Public Hearing
CAPK will hold a public hearing at the Wednesday, May 31, 2017, CAPK Board of Directors meeting to provide an opportunity for members of the general public to comment on the Community Action Plan and its areas of focus, and to comment and provide input on the draft CAP in an open discussion format. The 2018-2019 CAPK Community Action Plan will be presented to the CAPK Board of Directors for consideration and approval on Wednesday, June 28, 2017.

2-1-1 Kern County Unmet Needs
The 2-1-1 Kern information and referral helpline is a telephone and web-based community referral service. In 2016, 2-1-1 Kern documented 1,713 unmet needs from callers. Callers requesting cell phone access topped the list of unmet needs. The top unmet needs are in **Figure 2** below:

Figure 2: Top Five 2-1-1 Unmet Needs, 2014



As seen in **Table 4** below, the most common reason for an unmet need was 'Client refused referral' at 72.7%, with most of these (1,048) for cell phones. This was followed by 'Client ineligible for services'.

Table 4: Reasons for 2-1-1 Unmet Needs, 2016

Reason	Count	Percent
Caller refused referral	1,245	72.7%
Client ineligible for services	188	11.0%
Other	82	4.8%
No program found to meet need	66	3.9%
Client withdrew	58	3.4%
No agency open at this time	28	1.6%
No financial assistance available	21	1.2%
Agency resources depleted	20	1.2%
Client has used all available services	2	0.1%
No transportation	2	0.1%
Unable to contact client	1	0.1%
Total	**1,713**	**100.0%**

Kern County Characteristics and Key Indicators of Poverty

Population

As reported by the U.S. Census Bureau[2], in 2015 Kern County had an estimated population of 865,736. This figure represents a 2.1% increase over the estimated population of 848,204 for 2013. In comparison, the population of the state of California increased by 2%, from 37,659,181 in 2013 to an estimated 38,421,464 in 2015.

In 2013, children under 18 years of age represented a large percentage of the population in Kern County, an estimated 21.4% of the total population; among these, children between 0-5 years of age were estimated to comprise 8.6% of the total population[2]. There was a slight decrease in 2015[2], with the percent of children under 18 years of age estimated to be 21.1%. This is 3.8% higher than the state average of 17.3% of the population under 18 years of age.

With respect to estimated population changes from 2013 to 2015 for incorporated cities within Kern County, only Tehachapi, Taft, and California City reported a decrease in population. As shown in **Table 5**, most of the populations of other Kern County cities and communities had slight to moderate growth, with McFarland showing the highest growth at 9.8%.

Table 5: Kern County City Population Estimates with Percent Change, 2013-2015

Area	Total Population		Change (%)
	2013	2015	
California	37,659,181	38,421,464	2.0
Kern County	848,204	865,736	2.1
Arvin	19,665	20,328	3.2
Bakersfield	352,918	363,612	3.0
California City	13,333	13,201	(1.0)
Delano	52,792	52,807	0.3
Maricopa	1,169	1,180	0.9
McFarland	12,624	13,985	9.8
Ridgecrest	27,993	28,489	1.8
Shafter	17,088	17,513	2.5
Taft	9,192	9,130	(0.7)
Tehachapi	14,014	13,536	(3.5)
Wasco	25,686	25,973	1.2
Balance of County	301,730	306,222	2.4

Households and Families

According to the U.S. Census American Community Survey[2], in 2015, there were an estimated 12,717,801 occupied households in the state of California with an average household size of 3.54 persons. Of all households in the state, 31.9% had children under the age of 18. By comparison, the estimated total number of occupied households in Kern County was 259,700 for the same period, with 39.7% having children under the age of 18 and an average household size of 3.76.

Grandparents

Multigenerational households continued to be prevalent as a household type in Kern County with an estimated 27,768 grandparents living with their grandchildren (under 18 years of age) in 2015. Of these grandparents, 34% also had financial responsibility for their grandchildren[2].

Nativity and Foreign Born

Of Kern County's 2015 population, 79.7% (689,621) were born in the United States, and 20.3% (176,115) were foreign born. Of the county's foreign born population, 80% came from Latin America[2].

Language

Data for 2015 indicated that in Kern County, a large percentage (43.5%) of the population five years and older spoke a language other than English at home. Of the population that spoke a language other than English at home, 88.8% spoke Spanish. By comparison, 44% of California's population 5 years and older speak a language other than English at home. Of the population that spoke a language other than English at home, 65.5% spoke Spanish[2].

Geographic Mobility

In 2015, 82.6% of all persons 1 year and over in Kern County resided in the same house as they did in 2012; 17% of those who lived in a different house, moved within the last year and from within Kern County. 3.6% of residents moved to Kern County during the last year from a different county in California[2].

Persons with Disabilities

For 2015, among the civilian noninstitutionalized population in Kern County, 11.1% reported a disability. The likelihood of having a disability varied by age, from 3.1% of people under 18 years old, to 10.6% of people 18 to 64 years old, and 39.4% of those 65 and over[3]. According to Kidsdata.org, for the 2015 Reporting Cycle, there were 18,121 children K-12 who were enrolled in Special Education Programs in Kern County[28].

Poverty Guidelines

Guidelines for determining the number of people living in poverty in the U.S. are published annually by the Federal Register[4]. Poverty guidelines are a simplified version of the federal poverty thresholds and are used for administrative purposes such as determining financial eligibility for certain federal programs. They are issued each year in the Federal Register by the Department of Health and Human Services (HHS).

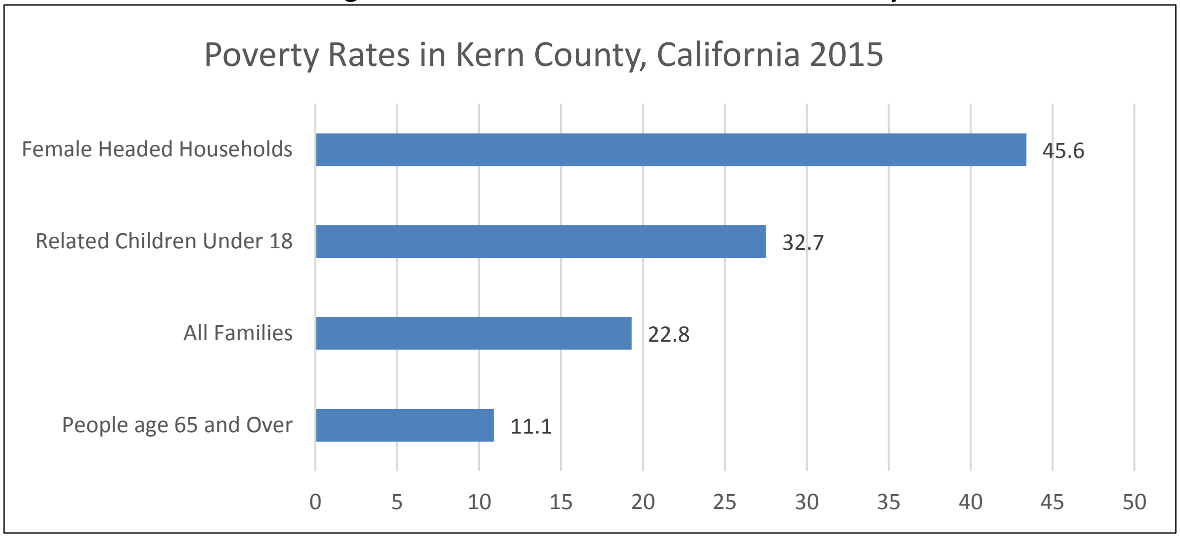
Table 6: Poverty Guidelines, 2017

2017 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in Family/Household	**Poverty Guideline**
1	$12,060
2	$16,240
3	$20,420
4	$24,600
5	$28,780
6	$32,960
7	$37,140
8	$41,320
For families/households with more than 8 persons, add $4,180 for each additional person.	

Poverty

For 2015, the estimated median household income in Kern County was $49,026, up from the 2012 estimate of $45,910, and much less than the California median household income of $61,818[2]. In 2015, 19.4% of all families in Kern County had incomes below the poverty level, up from the 2012 estimate of 18.5%. Although poverty rates for all families increased slightly, rates decreased by 1.4% for families with children under the age of five. In 2015, 23.8% of all families with children under five years of age had incomes below the poverty level, compared to the 2012 rate of 25.2%. As seen in **Figure 3**, poverty rate estimates for female headed households were at 45.6%, the highest of all groups living in poverty, followed closely by females headed households with related children under age 18 at 32.7%.

Figure 3: Female headed Households in Poverty



According to U.S. Census estimates, most of the cities in Kern County had higher poverty rates than the state of California. As shown in **Table 7**, the largely rural and agriculturally based cities of Arvin, McFarland, and Wasco experienced the highest level of poverty in 2015, well above the state average poverty rate of 16.3%. Tehachapi, Ridgecrest, and Taft had the lowest rates in Kern County, with Tehachapi and Ridgecrest below the state poverty rates[2].

Table 7: Kern Poverty by City, 2015

Place	Poverty Rate
California	**16.30%**
Kern County	**23.50%**
Arvin	29.3%
Bakersfield	19.8%
California City	22.8%
Delano	30.3%
McFarland	36.8%
Ridgecrest	15.4%
Shafter	21.7%
Taft	20.6%
Tehachapi	22.0%
Wasco	32.7%

Children and Poverty

Research shows that the longer children live in poverty the greater the likelihood that they will remain in poverty as adults. According to research conducted by Columbia University's National Center for

Children in Poverty[5], 45% of those who spent at least half of their childhood in poverty were still considered to be in poverty at age 35. This has significant implications when considering the poverty rates for Kern County children.

According to US Census Table S1702, Poverty Status in the past 12 months of families 2011-2015 ACS 5-year estimates, in 2015, 23.8% of all families with children under five years of age had incomes below the poverty level.

CAPK GIS Maps

CAPK currently uses Geographic Information Systems (GIS) to map the location of families below poverty level with at least one child under 5 years of age, using data from the U.S. Census Bureau[6]. CAPK WIC and Head Start/Early Head Start locations are shown on the maps to better understand service areas and distances to each center. The maps are available as Appendix B of this report.

Poverty and Race

In 2015 poverty rates for people who identify as Black or African Americans and Other Race groups were disproportionately higher than other racial groups[2]. Of the 43,502 Black or African American residents in Kern County, 35.9% were living in poverty and 59% of African American children under the age of 5, living in poverty. For the Hispanic or Latino population, 126,142 (29.6%) were living in poverty. **Table 8** below shows the population below poverty by race/ethnicity.

Table 8: Poverty Status in Past 12 Months by Race/Ethnicity, 2015

Race/Ethnicity	Total Population	Population Below poverty	Percent Below Poverty
Black or African American	43,502	15,601	35.9%
Hispanic or Latino origin (of any race)	426,158	126,142	29.6%
Some other race	88,358	22,442	25.4%
American Indian and Alaska Native	9,757	2,780	28.5%
White Alone	308,400	45,389	14.7%
Two or more races	27,074	6064	22.4%
Asian	38,600	4,940	12.8%

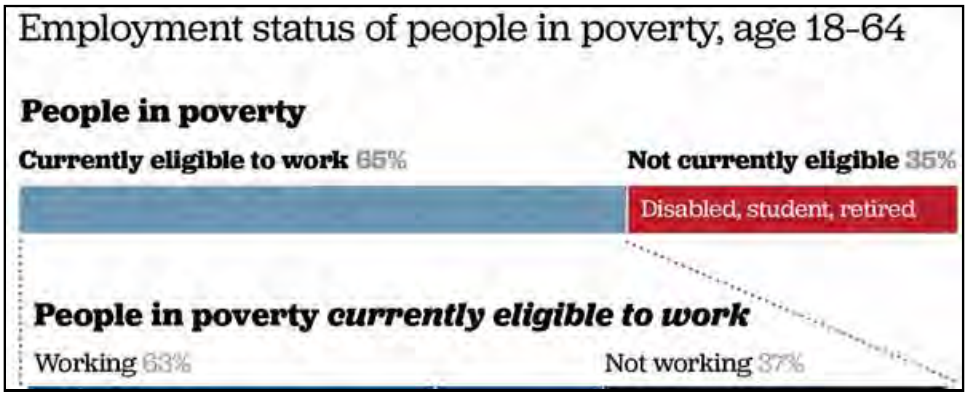
Working Poor

The face of poverty in the United States has changed greatly over the last decade. In a report presented at the National Community Action Partnership Mega Trends Learning Cluster, *Inequality in America*, former Secretary of Labor Robert Reich discusses trends of those living in poverty in the U.S.[7] According to Reich, as the median family income continues to drop, an estimated 65% of U.S. families live pay check to pay check. He goes on to say that a significant number of people in poverty are working but are unable to earn enough to lift themselves out of poverty. Reich also claims that about 55% of all Americans aged 25 to 60 have experienced at least one year of poverty or near poverty (below 150% of the poverty line), and at least half of all U.S. children have relied on food stamps at least once in their life time.

The “working poor” can be defined as people in the labor force who fall below the federal poverty level and spend 27 weeks or more in a year working or looking for work. The University of California Davis reports that in 2014, 51.8% of people living in poverty ages 18 to 64 years that are not disabled or in school, worked for part of the previous year and 25.2 percent worked more than 50 weeks.[8]

According to the Economic Policy Institute, the majority of people who live in poverty that are eligible to work—not disabled, a student, or retired—are working, (as illustrated in **Figure 4** below).[9]

Figure 4: United States Working Poor



This is also supported by the California Budget and Policy Center, *Five Facts Everyone Should Know About Poverty,* which states that the majority of families that live in poverty are working and 67% of those families have one or more workers supporting them[10]. The key reasons cited for working families remaining in poverty are a lack of good paying jobs and the low minimum wage. In Kern County, almost 20% of employed residents who are 16 years of age or over are living in poverty[2].

Participation in Governmental Programs

A comparison of participation in government programs from 2012 to 2015, shows that an estimated 13.4% of all households in Kern County received Supplemental Security Income (SSI) in 2012, compared to 16.5% of households in 2015[2]. This increase may be due in part to increased outreach, education, and enrollment efforts throughout the state.

Industry and Employment

In 2015, an estimated 395,000 persons in Kern County were participating in the labor force. Although Kern County's annual unemployment rate decreased from a high of 15% for 2010, to 10.2% for 2015, it remained higher than the state’s annual unemployment rate of 12.2% and 6.2% respectively, for those same years[2]. **Table 9** shows labor force participation by age.

Table 9: Kern County Employment by Age, 2014

Age	In Labor Force	Employed
16 to 19	29.6%	18.9%
20 to 24	67.9%	53.7%
25 to 44	73.2%	63.9%
45 to 54	71.9%	54.5%
55 to 64	56.6%	51.5%
65 to 74	21.6%	20.0%
75 and over	5.6%	4.9%
Total Average	**59.0%**	**50.9%**

An estimated 15.9% of the employed population worked in the agriculture and mining industries in 2013, which was a minor decrease over the 2012 rate of 16.4%. Employment levels in educational services, health care, and social assistance remained relatively unchanged at 19.6% during 2013. Employment in the retail trades industry remained unchanged from 10.5% in 2012, and the construction industry increased slightly to 6.1% from 5.7%.

Kern County is well known for its agricultural and oil industries. The county's total crop value in 2012 ranked Kern County second in both California and the United States. According to the Kern County Farm Bureau *2012 Kern County Agricultural Crop Report*, Kern County's top five crops by gross value were grapes, almonds, milk, vegetables, and pistachios[11].

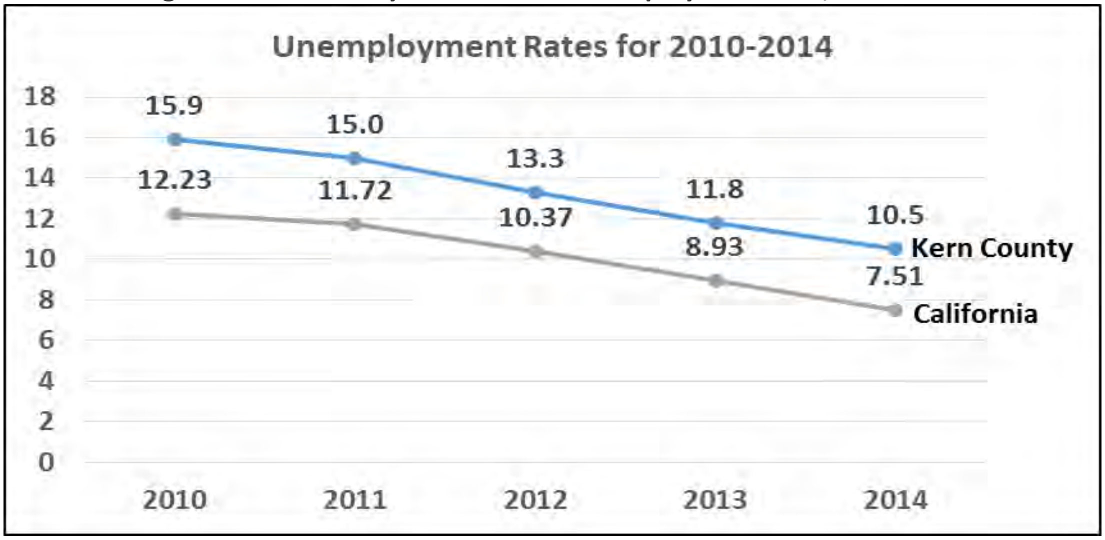
According to the Kern Economic Development Corporation's Oil & Gas Economic Impact Report, Kern County produces 71% of California's in-state oil and 66% of the state's total gas production[12]. California's top five oil-producing fields are located in Kern County, and three of those fields are ranked in the top ten producing oil fields in the nation. The oil and gas is the number one industry in Kern County in terms of gross domestic product and tax contributions.

Consistent with its historically natural resource-based economy, Kern County is in the foreground of the alternative energy industry, becoming the site for some of the largest wind farms and solar arrays. The ongoing development and operation of these facilities are expected to provide significant employment opportunities, as local colleges and vocational institutions continue to expand programs in these fields of study.

<u>Unemployment</u>

Although the economy has improved over the last five years, Kern County continues to lag behind in employment compared to the rest of the state. Recent cutbacks in the oil industry and agriculture are further impacting unemployment in Kern County. Additionally, agricultural work tends to be seasonal, with low wages, and limited benefits. According to the California Employment Development Department, the annual average of the civilian workforce that was unemployed in Kern County for 2014 was 10.5%, compared to 7.51% for the state. As shown in **Figure 5**, Kern County unemployment rates are consistently higher than the state rates[13].

Figure 5: Kern County and California Unemployment Rate, 2010-2014



For 2015 the statewide economic improvements are not shared in Kern County. In January – March 2015, the average unemployment rate for Kern was 11.1% versus 6.9% for California[13]. This may be due to economic issues affecting Kern's largest industries, oil and gas production and agriculture, both of which have seen declines in prices and/or production. Due to the falling oil prices, oil companies have had instituted massive layoffs throughout the country, including Kern County. Additionally, California was in the midst of a severe drought until April 2017 which has adversely impacted the agricultural industry. In 2016 – 2017 Kern County's rate of unemployment continues to be almost twice that of California.

Educational Attainment

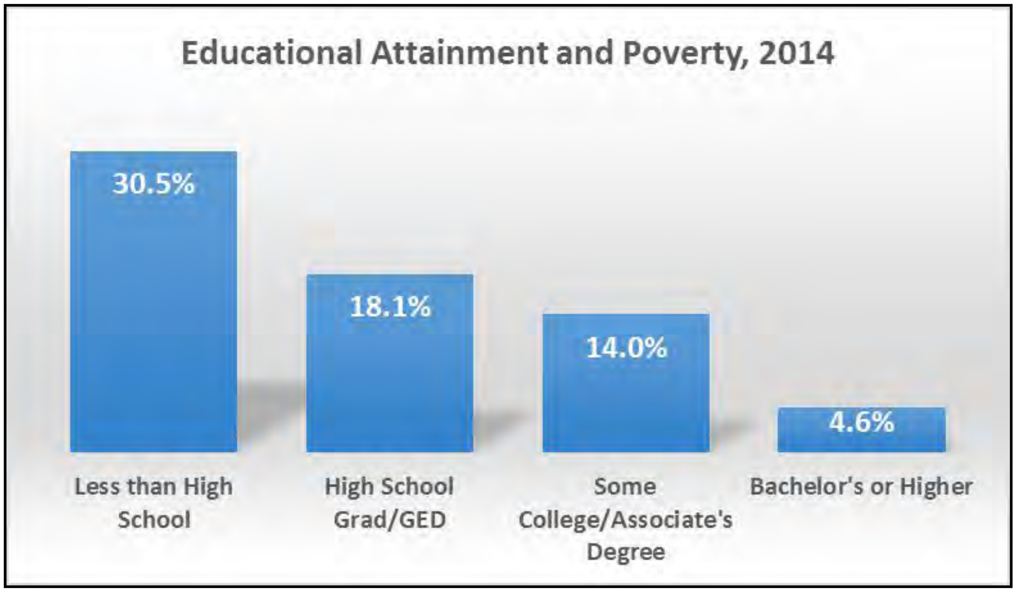
In 2015, Kern County had a higher rate of people with less than a high school graduation, when compared to the state. However, Kern had more high school graduates[2]. The most concerning for Kern county is the low attainment of college degrees—associates and higher. In today's society, college is the new high school, with many entry level jobs requiring higher level of education and skills then what can be acquired as a High School graduate. **Table 10** below compares California residents' educational attainment rates with Kern County residents, 25 years and over.

Table 10: Educational Attainment Population Age 25 and Over, 2015

Attainment	Kern	California
Less than High School	26.5%	18.2%
High School Graduate/GED	27.3%	20.7%
Some College, No Degree	23.6%	21.8%
Associate's Degree	7.2%	48.1%
Bachelor's Degree	10.3%	19.8%
Graduate or Professional Degree	5.1%	11.6%

The lack of higher educational attainment has far reaching implications for Kern residents. According to a report by The PEW Charitable Trust, a four-year college degree encourages upward mobility from the lower rungs of society and prevents downward mobility from the middle and top[14]. The report states that about 47% of people who are raised in the bottom quartile of the family income ladder who do not get a college degree stay at that level compared to 10% who have earned a college degree. Also, about 39% of those raised in the middle income ladder who don't get a college degree move down, while 22% with a degree stay in the middle or advance. According to the U.S. Census Community Data for Kern County, 48.6% of those who are 25 years of age or older and have a high school diploma (includes GED) or less live in poverty compared to 4.6% with a Bachelor's degree or higher[2].

Figure 6: Educational Attainment and Poverty Age 25 and Over, 2014



Early Childhood Education

The availability of quality, affordable child care is essential for working families. According to the Kern County Network for Children, *2016 Report Card*, licensed child care and school-age programs in Kern County are available for only 18% of children with working parents compared to 25% statewide[15]. As the economy continues to improve, parents going back to work may have difficulty finding care that best fits the needs of their families.

In **Table 11**, data from the *Child Care Resource & Referral Network, 2015 Child Care Portfolio* shows that between 2012 and 2014, the number of Licensed Child Care Center slots in Kern County decreased by 309 (2%)[16]. During this same period, the number of Family Child Care Home slots decreased by 890 (11%). These decreases may be attributed to the economy and higher than usual unemployment, which reduced the demand for child care and subsequently led to the close of a number of Licensed Family Child Care Homes.

Table 11: Child Care Supply in Kern County

Age and Type	Licensed Child Care Centers			Licensed Child Care Family Homes		
	2012	2014	Change	2012	2014	Change
Total number of slots	12,561	12,252	-2%	8,086	7,196	-11%
Infant slots (under 2 years old)	613	563	-8%	.	.	.
Preschool slots (2-5 years old)	10,320	10,421	1%	.	.	.
School-age slots (6 years and older)	1,628	1,268	-22%	.	.	.
Total number of sites	192	186	-3%	788	685	-13%

Early education has a great impact on a child's future by preparing them for success in school and life. However, there has been a decrease in early care for children. The *2015 Child Care Portfolio* also provided insight into the nature of child care requests countywide; it shows that while 37% of requests for provider referrals were from parents seeking infant/toddler care, less than 5% of licensed center slots in Kern County were specifically for children under the age of 2 years[16].

Housing

In 2014, there were a total of 287,775 housing units in Kern County[2]. Of these housing units, 89.6% were occupied, and 10.4% were vacant. Of the 257,737 occupied housing units, 57.2% were owner-occupied and 42.8% were renter-occupied.

The demand for affordable housing in Kern County is greater than the available inventory. According to the U.S. Department of Housing and Urban Development, families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care[17]. Based on the 2014 American Community Survey estimates, 30.6% of all Kern County homeowners with a mortgage paid 35% or more of their household income on housing[2]. Renters paid an even higher percentage of their income on housing, with over 47% spending 35% or more of their household income on rent.

The Housing Authority of the County of Kern indicates that there are at least 15,000 households in Kern County and 5,300 households in the city of Bakersfield that—due to very low to extremely low incomes—have a rent cost burden that exceeds 50% of their income[18]. In addition, there are 28,885 "non-homeless, special needs" households that need housing in Kern County with another 8,837 in the city of Bakersfield. As of January 2014, there were at least 7,000 households on the Section 8 waiting list and more than 8,000 on the Public Housing waiting list.

Homelessness

The annual Homeless Census, a 24-hour point-in-time count conducted by the Kern County Homeless Collaborative, revealed that on any given night of 2016, there were an estimated 1,067 people living in homelessness in Kern County[19]. Of those, 121 were children. According to this data, homelessness increased 10.6% from 2015. Substance abuse and health issues continue to be a concern for the homeless with about 61% reporting substance abuse issues and 38% reporting a chronic illness. In addition, at least 46% report having a mental health condition.

One area of concern is the lack of available beds especially in rural areas of the county. There are only two emergency homeless shelters in Metropolitan Bakersfield. One shelter is the Bakersfield Rescue Mission which provides emergency shelter for 200 men and the other is the Bakersfield Homeless Shelter, which provides emergency shelter to 170 men, women, and families. With the exception of emergency housing specifically for victims of domestic violence and their children, there are no emergency shelters in the rural areas of Kern County.

Food Insecurity

According to the United States Department of Agriculture, food insecurity occurs when there are reports of multiple indications of disrupted and reduced food intake. The Food Research and Action Center's (FRAC) *How Hungry is America, 2016 Report* identified Bakersfield as first among the 100 largest metropolitan cities in the U.S. for food insecurity[20]. According to the report, 24.2% of respondents in Bakersfield said they had experienced difficulties feeding themselves or their family. Food inflation was another major factor identified by the authors as contributing to food hardship. The overall inflation rate stayed under control, but the government's cheapest hypothetical diet, the Thrifty Food Plan, was the basis for SNAP benefits before 2009 when the USDA's Low-Cost Food Plan would provide a more appropriate basis for SNAP allotments.

At mild to moderate levels, food insecurity results in anxiety, limited nutritional options, and trade-offs between food and other basic needs. More severe cases of food insecurity may result in hunger and extended periods of time without food. To maintain caloric intake, adults who experience food insecurity tend to limit the variety of their food and concentrate on a few low-cost, energy- dense, and nutritionally-poor foods such as refined carbohydrates and foods with added sugars, fats and sodium. Calorie-for-calorie, these foods cost less than nutritionally rich perishable items such as fruits, vegetables, and dairy products and contribute to instances of obesity and Type II diabetes. According to the California Food Policy Advocates Report, 40,000 individuals in Kern County have Type II diabetes, 57.1% of the adult population is overweight or obese, and 11.2% of the child population is overweight for their age[21].

Identifying solutions to these issues will be a complex process. According to FRAC, economic growth and job creation, along with better wages, are vital elements to improve food insecurity for lower-income workers[20]. Another key factor is strengthening the SNAP/food stamp program to reach communities that are unaware of the program and its benefits. This is especially important in the quest to end childhood hunger, an issue that negatively impacts what may be the single best path out of poverty—higher educational attainment.

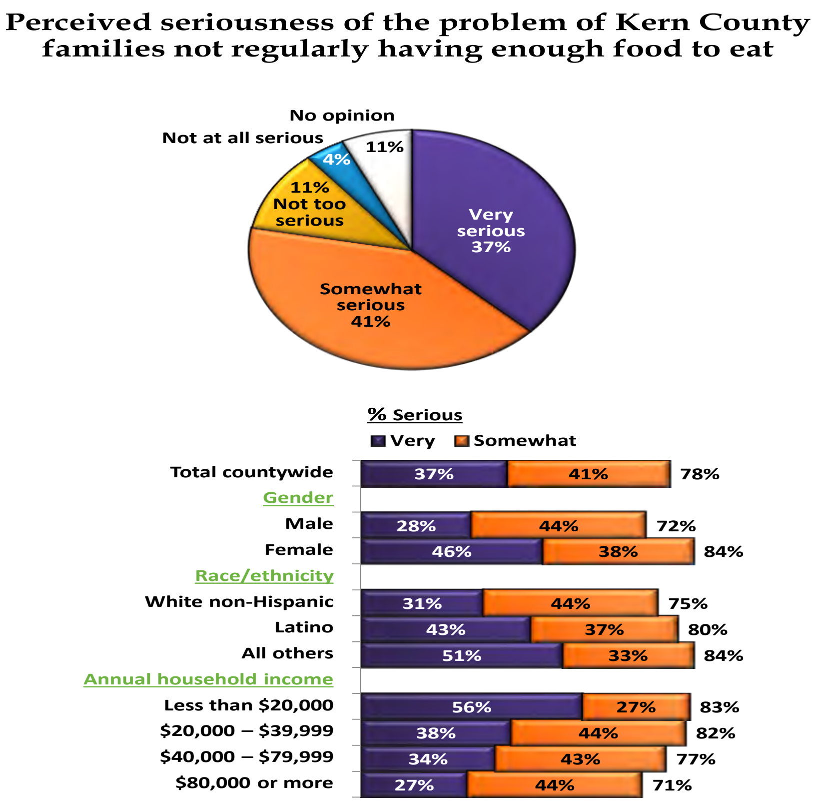
Such levels of food insecurity and hunger imply public health and economic costs to both communities and individuals through:

- Lower cognitive development and learning capacity in children;
- Impaired work performance and earnings potential in adults; and
- Lower intake of food energy and key nutrients, leading to increased medical costs, disability, and premature death due to diet-related illnesses.

The Kern Food Policy Council (KFPC) provides a forum for individuals from many sectors of the community food system to promote community wide healthy eating through education, advocacy and access. KFPC is sponsored by the United Way of Kern County, the California Endowment, and CAPK, with support from many other organizations in the community. The California Endowment through

Field Research Corporation conducted a poll of 1,200 registered voters to seek information about food insecurity and policy within Kern County. One finding of interest in this poll was the awareness that people in the community have of hunger issues in Kern County. Of those polled, 78% perceived “Families not having enough to eat” as being a somewhat to very serious issue. As income increased, the seriousness of the issue decreased. There was also a marked difference in how the issue was perceived by race as represented in **Figure 7** below.

Figure 7: Perceived Seriousness of Food Insecurity



2

CAPK actively participates in the Kern Food Policy Council as a founding member, along with United Way of Kern County, and The California Endowment. CAPK staff drafted the first part of the *Community Food Report in 2014*[22]. This report provides general food assessment information for Kern County. Some key findings in the report are as follows:

- A 2012 U.S. Department of Agriculture (USDA) study estimated households with incomes below 185% of the poverty threshold are 34.3% food insecure; that is, they did not have access at all times to enough food for an active and healthy life, with no recourse to emergency food sources or other extraordinary coping behaviors to meet their basic food needs[23].
- Socioeconomic and demographic factors, including 1) household size; 2) homeownership; 3) educational attainment; 4) savings rates; 5) access to credit; and 6) health insurance, have been shown to be important determinants of food security, independent of household income.
- Legislative changes associated with welfare reform and Federal farm supports have created an unfavorable policy environment for SNAP.

Births to Adolescents

As reported in the California Department of Public Health *Information and Strategic Planning Guide*, Kern County had the second highest birth rate for mothers 15 to 19 years of age in the state, ranking 57th of the 58 counties in California[24]. Among this group, the birth rate was disproportionally high for minorities, as seen in **Table 12**.

Table 12: Births to Adolescent Females aged 15-19 by Race, 2009-2013

Year	All	White	African American	Hispanic Latino
2013	4.9	3.4	8.0	5.4
2012	4.1	3.2	1.5	5.1
2011	4.6	3.4	8.5	5.5
2010	4.5	3.9	5.8	5.3

Health

Overall, the health of Kern County residents falls far behind residents of other California counties. According to the County Health Rankings and Roadmaps for 2017, Kern County ranked 53 out of 58 California counties in 'Health Outcomes' and 55 out of 58 in 'Health Factors'[25]. According to this study, health factors that affect people living in Kern County include many of the socio-economic factors previously discussed, such as educational attainment, unemployment, and income inequality.

Table 13: Kern County Ranking for Health, 2015-2017

Outcomes	2015	2016	2017
Health Outcomes	**51**	**52**	**53**
Length of Life	44	44	46
Quality of Life	55	51	54
Health Factors	**55**	**57**	**55**
Health Behaviors	52	57	57
Clinical Care	55	50	N/A
Social & Economic Factors	52	54	51
Physical Environment	44	45	52

The 2015 SocioNeeds Index, created by the Healthy Communities Institute, provides correlations between socioeconomic need and poor health outcomes, reported by zip codes[26]. This information is indexed from 1 (lowest need) to 100 (highest need) and then ranked from 1 (lowest need) to 5 (highest need). When looking at Kern County's 40 zip codes in the index, over half are in the 4 and 5 rankings with 7 areas with indexes of 99.2 to 99.7. **Table 14** provides a summary of the index for Kern County:

Table 14: Socio-Needs Index Summary Kern, 2015

Index	Rank	Number of Zips	%
93-100	5	15	37.5
82-92	4	9	22.5
65-80	3	8	20
35-62	2	5	12.5
0-19	1	3	7.5

Environmental Health

According to the American Lung Association *2015 State of the Air Report*, Kern County has some of the worst air quality in the nation[27]. The rankings were based on three types of pollutants;

- Short term particulate: Episodes of increased particulates caused by events such as wild fires.
- Year round particulate: chronic exposure to particulates caused by things like soot, diesel exhaust, chemicals, metals, and aerosols.
- Ozone; mostly attributed to wood burning and auto exhaust.

Kern County ranked as having the 2nd worst short-term and year-round particle pollution and 4th worst ozone pollution in the nation. The current drought exasperates this problem of short- term particulate matter due to an increase in wildfires and increased weather patterns that trap the pollutants in the lower atmosphere.

These particulates are of special concern for Kern County residents because of the significant health risks. As mentioned in this report, Kern County has significantly high rates of death for respiratory conditions and heart disease, which are known to be related to poor air quality. Also, as noted in this report, Kern has a high poverty rate, especially in our rural farming communities, which is linked to lower access to health care. A last factor to consider is that Kern's main industries, agriculture and oil, are major contributors to the poor air quality.

Asthma rates for Kern County are ranked among the highest in the state as indicated by Asthma hospitalizations. According to the *2016 Community Health Needs Assessment – Healthy Kern*, 9.4% of Kern residents and 8.9% of Kern children, ages 0 -17 years, were diagnosed with asthma[1]. Children are more vulnerable to the effects on health from poor air quality due to more permeable skin and fragile systems[28]. In addition to the health effects of the poor air quality in Kern already discussed, children are also at risk of increased cognitive defects and cancer.

Health Insurance

In 2014, 81.5% of the Kern County civilian noninstitutionalized population had health insurance coverage, a 2.5% increase from 2013[2]. For those under 18 years of age, 8.2% had no health insurance coverage, a decrease of 1.6% from the previous year.

Mortality

According to the California Department of Public Health, the death rate for Kern County is considerably higher than the rate for the state of California[29]. In comparison to other California counties, Kern consistently ranks in the bottom third for leading causes of death. Especially noteworthy are that two of the leading causes of death – coronary heart disease and diabetes – are strong indicators of poor diet and nutrition and which are particularly impactful among low-income populations.

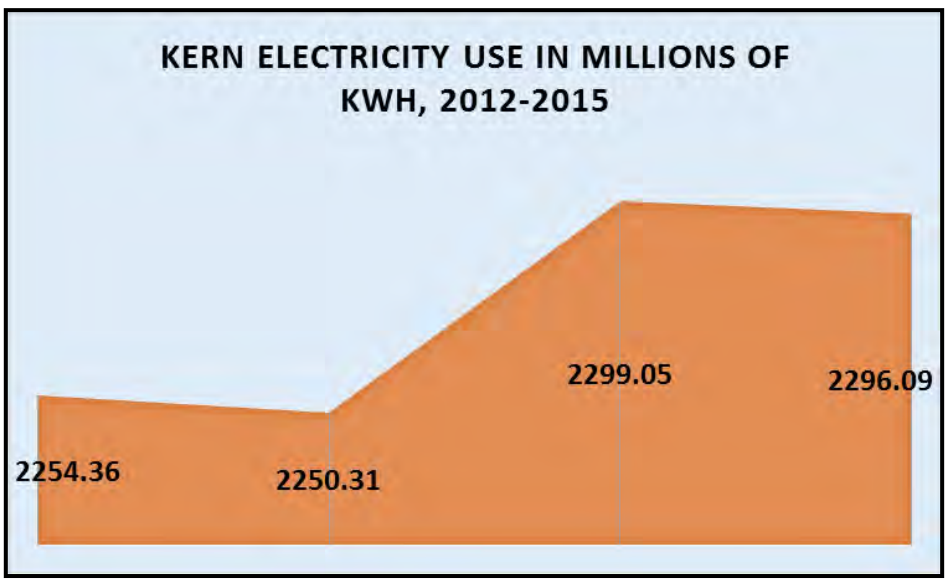
Table 15: Age Adjusted Death Rates per 100,000, 2013-2015

Area	All Causes	Coronary Heart Disease	Diabetes	Lower Respiratory	All Cancers
California	616.2	93.2	20.6	33.3	143.8
Kern County	795.8	133.3	34.2	55.3	153.5
Kern Ranking	52	57	58	51	38

Energy Use

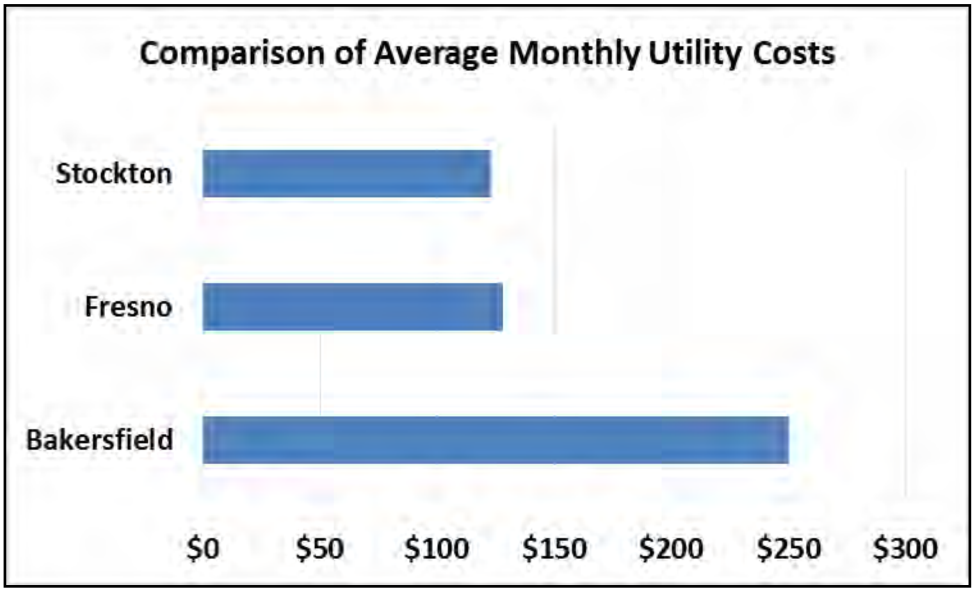
Residents of Kern County use more electricity than most counties in the state with the 11th highest electricity consumption of the 58 counties[30]. Kern has also seen increases in electricity use over time with a 2% increase from 2012 to 2015.

Figure 8: Kern County Electricity Use, 2012-2015



Due to the rate structure of Pacific Gas and Electric Company (PG&E) and Southern California Edison, higher electric use can have a serious effect on low-income families. PG&E uses a tiered rate plan and sets the base rate for customers in the area by overall use as well as individual household use. This higher rate structure is evident when comparing utility costs of Bakersfield, Kern's major metropolitan area, to Fresno and Stockton, the cities closest to Kern in geography and population in the PG&E service area[31]. The average cost of utilities (electric, heating, water, and garbage) is more than twice as high in Bakersfield than the other two cities, as illustrated in **Figure 9**:

Figure 9: Average Monthly Utilities Cost, 2015



Juvenile Crime

Crime rates for juveniles who were arrested for felonies is higher for Kern County when compared to the state. In 2015, 5.4% of youth in Kern County were arrested for felony offenses as compared to 5.3% for the state[28]. Gang involvement can greatly increase the chance of youth committing violent crimes. According to the Kern County Superintendent of Schools, there are an estimated 267 gangs in Kern County with over 13,000 validated gang members (including those in prisons) in the county[32].

Part of the gang culture is to recruit young new members. According to the most recent reports from Kids Data.org, 9.4% of Kern County children in the 7th grade identified themselves as gang members[28]. Although only a small percentage of students identified themselves as gang members, gang involvement and influence poses a threat to Kern County's children. In fact, most violent crimes committed by youth are committed by those involved in gangs. Gang involvement is also disproportionate by race, as seen in **Table 16**, with African American/Black youth more than twice as likely as White youth to be gang involved[28].

Table 16: Youth Gang Involvement by Race,2011-2013

Race/Ethnicity	Kern	California
American Indian/Alaska Native	17.6%	10.2%
Native Hawaiian/Pacific Islander	12.4%	7.2%
Multiracial	10.1%	7.3%
Hispanic/Latino	9.7%	9.2%
African American/Black	8.6%	12.9%
Asian	8.2%	4.7%
White	7.0%	5.9%

There are multiple reasons that youth join gangs. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) cites the following as the most common reasons youth join gangs: protection, enjoyment, respect, money, and/or because a friend is in a gang[33]. Strategies to prevent gang involvement should include building communities that strengthen families and schools, improve supervision, improve teacher and parent training to manage disruptive youth, and improve interpersonal skills for youth.

Disconnected Youths

Disconnected youths can be defined as people ages 14 – 24 who are neither working or in school. According to the Opportunity Index, 22.6 percent of Kern County youth are disconnected from the social institutions that provide them with the knowledge, skills, identity, and purpose needed to break the cycle of poverty. The long term consequences of this condition is staggering—decrease in a skilled labor force; increase in public assistance; increase in crime and incarceration; poor physical and mental health; and increase in substance abuse.

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
Ages 0-5: Stable family home life	YES	Early Head Start and Head Start Programs provide educational and developmental services to income-eligible children age 0 to 5 years of age and their families with comprehensive services to promote family stability, education, health, and community involvement. East Kern Family Resource Center provides School Readiness Initiative and Summer Bridge programs to prekindergarten-age children and case management. Migrant Childcare Alternative Payment provides access to quality, subsidized child care throughout the state of California for children of migrant farm worker families.	Depending on their needs, clients may be referred to faith-based, private, public, and nonprofit organizations for services and support. The Kern County Superintendent of Schools, K-12 school districts, and post-secondary educational institutions assist with educational services that are not addressed by the Head Start/Early Head Start programs. Mojave Unified School District provides classrooms for School Readiness and Summer Bridge programs.	
Ages 6-11: eating regular meals	YES	CAPK Food Bank, distributes emergency food countywide, including emergency food provided through the state's Drought Food Assistance Program for individuals and families impacted by the drought. These emergency food distribution efforts are supported by federal, state, and private funding. The Food Bank also operates the BackPack Buddies program which provides low-income, food-insecure children at selected schools with kid-friendly supplemental food for weekends and holidays during the school year.	Faith-based, private, public, and nonprofit organizations provide referrals and may also be food distribution sites; K-12 school districts in the county may identify and refer food insecure children and families for food assistance; Feeding America and Community Food Bank in Fresno share inventories of food with the CAPK Food Bank.	

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
Ages 12-17:sexual health/pregnancy	YES	CAPK Shafter Youth Center Information and Education program provides sexual health and pregnancy prevention education to youths ages 16 – 18 years of age.	Kern County Department of Public Health Services, Clinica Sierra Vista, Omni Health.	
Disengaged Youth: Higher education (trade school, college)	YES	Friendship House Community Center in southeast Bakersfield and Shafter Youth Center in Shafter provide the PREP Works program for Opportunity Youths. The program provides youth's with pre-employment skills, exposure to various careers, planning for higher education and trades, and paid, short-term work experience.	Employers Training Resource: career planning; Kiwanis Club; leadership skills and community engagement; Starbucks: mock interviews; Kern Federal Credit Union and Wells Fargo: financial management.	
Assistance getting a job: Childcare	YES	Early Head Start and Head Start Programs provide educational and developmental services to income-eligible children age 0 to 5 years of age. Migrant Childcare Alternative Payment provides access to quality, subsidized child care throughout the state of California for children of migrant farm worker families.		
Increasing income: Trade/industry related training and education.		CAPK staff provides individuals and families with referrals to other agencies that specialize in adult education and employment services; Head Start/Early Head Start program provide educational assistance for staff and parents/ caregivers who want to pursue their GED and/or	America's Job Center; County of Kern, Employers' Training Resource (ETR) department provides employment and job training services. Bakersfield Adult School and post-secondary educational institutions provide	

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
		higher education; CAPK Food Bank is currently piloting a work experience program to provide temporary employment to farmworkers impacted by the drought. CAPK trains volunteers to work in the VITA program and 2-1-1 Kern County helpline. Volunteers learn how to prepare and file tax returns for VITA clients, and 2-1-1 volunteers learn how to work in a call center environment. Both programs provide volunteers with relevant and meaningful work experience along with skills and knowledge that enhance their employability. CAPK's Energy program is a work experience site for individuals who are interested in construction-related jobs and are referred by America's Job Center/ETR.	educational programs. Proteus, Inc. provides payroll processing and training for individuals participating in the CAPK Food Bank work experience program	
Ages 6o +: Affordable, quality healthcare		2-1-1 Kern County information and referral helpline provides information and referrals to human and social services in Kern County. Callers find help with locating medical services, dental services, and assistance with enrollment in health care coverage (ACA/Covered California). The service is live-answer, available 24 hours a day, seven days a week, and free to all callers. 2-1-1 Kern County services are also available through CAPK's Web site	Community Health Initiative provides information and enrollment assistance for health insurance coverage required under the Affordable Care Act (Covered California); First 5 Kern provides funding for 2-1-1 Kern to screen callers with children ages 0-5 for assistance with: enrollment into health insurance	

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
			programs; and prenatal care and related support services.	
Housing: Safe neighborhood		CAPK's Friendship House Community Center in southeast Bakersfield provides Gang prevention and parenting for youths and the Realignment for Success program for formerly incarcerated adults. The Friendship House and Shafter Youth Center provide after-school tutoring and homework assistance, recreational and educational enrichment activities. Both youth centers participate in Project 180, a gang prevention collaborative. Both centers also provide older youth with pre-employment skills, exposure to various careers, and paid, short-term work experience through the *PREP* and *PREP Works* programs	Collaborate with work with police and sheriff departments as well as probation department with activities and participation at HS centers and Youth Centers	
Healthcare Access: Affordable doctor's visits/medicines		2-1-1 Kern County information and referral helpline provides information and referrals to human and social services in Kern County. Callers find help with locating medical services, dental services, and assistance with enrollment in health care coverage (ACA/Covered California). The service is live-answer, available 24 hours a day, seven days a week, and free to all callers. 2-1-1 Kern County services are also available through CAPK's Web site.	Community Health Initiative provides information and enrollment assistance for health insurance coverage required under the Affordable Care Act (Covered California); First 5 Kern provides funding for 2-1-1 Kern to screen callers with children ages 0-5 for assistance with: enrollment into health insurance	

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
			programs; and prenatal care and related support services.	

Instructions:

Top Needs: list the top needs from your most recent Needs Assessment
Agency Priority: Enter a Yes or No in the box to indicate if the need will be addressed directly or indirectly. If the need will not be met please provide explanation in narrative section below.
Description of programs/services/activities: Briefly describe the program, service or activity that your entity will directly provide.
Coordination: If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party.
Page: Please include the location where this information can be found.

Most employment training and trade education is provided by existing education providers and workforce development centers. Medicare expansion and Covered California programs are addressing the health needs of those over 60 years of age in Kern County. Our youth services and community center provide alternative activities for youth and contribute to the development of safe neighborhoods. CAPK is able to provide referral services for these and many other services found in Kern County through the 2-1-1 Kern County Information and Referral helpline. CAPK does not provide direct health care services to individual in need of low cost care and low cost prescriptions. There are many other providers in Kern County with decades of experience providing those services.

DOCUMENTATION OF PUBLIC HEARING(S)

California Government Code 12747(b)-(d) requires all eligible entities to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, agencies are to identify all testimony presented by the low-income and identify whether or not the concerns expressed by that testimony are addressed in the CAP.

Provide a narrative description of the agency's public hearing process and methods used to invite the local community to the public hearing(s), and the methods used to gather the information about the low-income community's needs. Examples include: Surveys, public forums, and secondary data collection.

Note: Public hearing(s) shall not be held outside of the service area(s).

Public Hearing Process (Insert Narrative)

To gain information and feedback from the community, a public hearing was held on May 31, 2017, at the CAPK Board meeting room on the first floor of the CAPK administration building. The process for notification was as follows:

- The following public notice was published in *The Bakersfield Californian* on Monday, April 30, 2017 (Appendix C).

NOTICE OF PUBLIC HEARING

Community Action Partnership of Kern (CAPK), a federally designated anti-poverty organization, welcomes and encourages public participation in the development of the COMMUNITY SERVICES BLOCK GRANT (CSBG) **2018-2019, COMMUNITY ACTION PLAN (CAP)**. All interested parties, community-based organizations, government agencies, organizations serving low-income individuals/families, and the general public are encouraged to attend.

Community Needs Focus Group: 6 to 7 PM, Thursday, May 11, 2017
CAPK Board Public Hearing: 12 Noon, Wednesday, May 31, 2017, at
Board Room of

COMMUNITY ACTION PARTNERSHIP OF KERN, 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

Approval of the 2018-2019 Community Action Plan is anticipated at the June 28, 2017 CAPK Board Meeting at the same location.

For more information, to submit comments, or to obtain a copy of the Community Action Plan, call Brady Bernhart at 661-336-5236 x1152 or e-mail bbernhart@capk.org, or write to him at the address underlined above. View the plan at www.capk.org

- A public notice was distributed at the Kern County Human Relations Commission on May 2, 2017.
- A public notice was provided to Greater Bakersfield Legal Assistance on May 2, 2017.
- A public notice was provided to the City of Bakersfield Historic Preservation Commission on May 16, 2017.
- A public notice was posted at the CAPK Administration Building from April 28, 2017, through June 28, 2017.
- A public notice was posted at the CAPK Shafter Youth Center in Shafter and the CAPK Friendship House Community Center in southeast Bakersfield from April 28, 2017, through June 28, 2017.
- A public notice was sent to the Delano Family Alliance and the Kern County Network for Children on April 28, 2017.
- A public notice was distributed to all CAPK program managers and directors for posting at CAPK facilities throughout Kern County from April 28, 2017, through June 28, 2017, including the following communities:
    - Delano
    - Ridgecrest
    - Shafter
    - Wasco
    - McFarland
    - Arvin
    - Mojave
    - Bakersfield (numerous sites)
    - Rosamond
    - Taft
    - Tehachapi
    - Lost Hills

The public notice was also posted on CAPK's Web site and Face Book page from April 28, 2017, through June 28, 2017. Public comments were included in the Community Action Plan, including the addition of the public health environmental analysis, additional educational statistics and information related to jobs and unemployment concerns.

Below is an example of a diagram that can be used to capture and identify testimony of the low income. As we collect information and comments from the public, we will summarize in a diagram.

Comment/Concern	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Job training needs	Yes	32	N/A
Transportation needs in ABC, CA	No	N/A	Due to limited funding, agency meets 50% of the transportation needs in ABC, CA.

Attachments

- Provide a copy of each public hearing notice published in the media.
- Provide a summary of all testimony presented by the low-income population:

Appendix A- CAPK 2017 Community Needs Survey Appendix B- Geographic Information System Poverty Mapping Appendix C- Notice of Public Hearing and Sign in Sheet Appendix D- Organizational Standards Table Appendix E- CAPK Annual Report Appendix F- Table of Unmet Needs

FEDERAL ASSURANCES

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds. Provide a detailed narrative describing the activities your agency will conduct that will enable low-income families and individuals to achieve the programmatic purposes listed below. **(Federal Assurances can be found on Public Law pages 2736-2739)**

1. **Programmatic Purposes**
   (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

CAPK programs remove obstacles and solve problems that block the achievement of self-sufficiency through a system of services that meets the immediate and longer term needs of individuals, children, and families and provides access to the skills and knowledge needed to transition off State programs and achieve and sustain self-sufficiency. CAPK programs help individuals and families who are seeking services to identify *the cause(s)* of their problems and find ways *to solve* their problems by connecting these individuals to both CAPK and other community resources. These services and assistance provide a support network for families and individuals to ensure that progress is made towards self-sufficiency while working to prevent long-term dependency on Temporary Assistance for Needy Families (TANF). Specific CAPK programs and services include the following:

Head Start/Early Head Start: Provides case management services through these early childhood education and development programs and offers a multigenerational approach that engages parents/caregivers and other family members to increase involvement in their children's education. Family Service Workers work together with parents/caregivers to develop a Family Partnership Agreement, establish family goals, and provide counseling, guidance, and referrals that will assist families in identifying and attaining their goals. Goals may range from securing employment, attaining additional education or vocational training, increasing financial stability, and accessing affordable medical care. The HS/EHS Parent and Family Engagement component builds relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. Information, referrals, and resources are provided to address identified goals, and workshops are offered based on parent/guardian interests.

Pregnancy Prevention Program: The Shafter Youth Center provides teen pregnancy and STD prevention information and education (I&E program) to at-risk youths in the north Kern County area. The program is delivered in area schools and other sites and provides comprehensive sexual health education as well as direct linkage to public health clinics.

Women, Infants, and Children (WIC) Supplemental Nutrition Program: CAPK WIC provides eligible families (including pregnant or breastfeeding women) with supplemental food assistance, health and nutrition education, and breast-feeding education and support. In 2013 CAPK's WIC program managed over 20,000 authorized cases at 22 sites in Kern County, 4 in San Bernardino County, and a dozen other locations via a mobile unit. In 2015 CAPK took over operation of a fifth WIC site in San Bernardino County. According to a study conducted in 2012 entitled, *WIC Participation and Attenuation of Stress-Related Child Health Risks of Household Food Insecurity and Caregiver Depressive Symptoms*, food insecurity can be a factor contributing to cumulative stress of the parent/caregiver. This stress is, in turn, associated with child health risks which can compromise children's functioning, resulting in lifelong negative consequences to their health and well-being. The study also found that a community nutrition program such as WIC lessens child health risks associated with household food insecurity and caregiver depressive symptoms. WIC program benefits extend beyond providing nutritional benefits to the family by reducing the caregiver emotional distress and the child's health risks associated with food insecurity[34].

The East Kern Family Resource Center: Provides services that assist low-income individuals and families residing in designated communities of east Kern County. The EKFRC primarily focuses on helping families with children who are at risk of abuse and neglect (referred by the Kern County Department of Human Services) and also prepares children to enter kindergarten through the School Readiness Initiative and Summer Bridge program. The EKFRC also provides direct family support services, parenting education, referrals to other services, if needed, and maintains an emergency supplies closet to help individuals and families in crisis with basic necessities such as food, clothing, blankets, bus passes, gas vouchers, diapers, and infant formula.

Emergency Food Program: The CAPK Food Bank provides emergency food assistance to residents who do not have enough money during the month to provide for their basic needs. By providing emergency food services, CAPK is helping food insecure individuals and families to prepare their children for a better education. In a report entitled, *Child Food Insecurity: The Economic Impact on our Nation*, research indicates that children ages 0-3 years old who live in food insecure homes have a higher chance of negative brain and cognitive development placing them at greater risks for health problems, developmental delay, and impaired school performance. Food insecurity among children 0-5 years old will affect their school readiness for preschool. In addition, a controlled Early Childhood Longitudinal Study (ECLS) found food insecurity to have negative impacts on school performance, social functioning, weight status and the health of children in kindergarten to third grade. Even in kindergarten, children in households with food insecurity score lower and learn less during the school year[35]. By addressing emergency food needs of families, other long term health and academic benefits for children will be the result.

(ii) secure and retain meaningful employment;

CAPK is one of the largest nonprofit agencies in Kern County with over 800 employees. The Head Start program, under the agency's Head Start/State Child Development division (HS/SCD), provides the greatest outcomes in the agency's efforts to help clients to secure and retain meaningful employment. Formerly called the Child Education & Development Services (CEDS) division, HS/SCD has long provided entry- level employment with full benefits to Head Start parents/caregivers and other low-income residents. CAPK has recruited, trained, and hired many of the parents/caregivers to work as classroom staff. Parents/caregivers hired to work in the Head Start program gain valuable work experience, are provided financial assistance to advance their education, and are encouraged to move on to higher-level positions both in and outside the agency.

For Head Start parents/caregivers who want job training and/or job search assistance, Head Start Family Service Workers refer them to agencies that specialize in providing workforce development services and supportive services, such as America's Job Center and Employers' Training Resource at no cost to the clients. Through these linkages, Head Start parents/caregivers can acquire basic life and employability skills, job search skills, child care referrals for school-age children, access to health care, and assistance with transportation to and from job interviews. These two resources also conduct follow-up with clients and employers to ensure job retention and provide additional services, if required. Head Start Family Service Workers also follow-up with clients and refer parents/caregivers to other agencies and organizations when needed.

In addition to the agency's hiring, training, and job referral practices, child care services provided through the CAPK Migrant Childcare Alternative Payment program help migrant and seasonal farm worker families retain employment by providing access to licensed child care throughout the state. Families may enter the MCAP program in six Central Valley counties and remain eligible regardless of where they move within the state. To be eligible for the program, parents must be working, seeking employment, incapacitated, homeless and seeking permanent housing, or attending vocational training. Program flexibility enables families to use qualified providers to meet their individual needs and choices, e.g., evening and weekend care, center-based care, or family home care.

(iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

<u>Head Start/Early Head Start Program:</u>
CAPK's Head Start/Early Head Start (HS/EHS) programs prepare children for kindergarten and beyond and train parents/caregivers to be their children's primary teachers and advocates. Through HS/EHS, children and parents/caregivers learn to value and support education and life-long learning. Case management activities include helping parents and improve basic literacy skills and further their education. HS/SCD staff guides parents/caregivers in planning, implementing, and completing their educational goals, including General Education Development (GED) and accredited college courses. Non-English speaking parents/caregivers are encouraged to learn English and are provided referrals to service English-as-a-Second Language (ESL) classes. Head Start/Early Head Start program funds are available to enable parents/caregivers to advance their education (including purchase of tuition and books) at no cost to them.

HS/SCD child care staff may be offered the opportunity to complete their Associate of Arts and Bachelors of Arts degrees in early childhood education or related fields. Assistance is similar to that provided to the parents and includes educational leave from their normal job duties/hours if classroom hours conflict with their work schedule. As required by Head Start/Early Head Start policies and procedures, staff follows up with each family to determine whether the kind, quality, and timeliness of services received through referrals met with the family's expectations and circumstances, and all responses are documented.

CAPK continues to strengthen its collaborations with local community colleges, the Kern County Superintendent of Schools Office, the Kern High School District (which operates the Bakersfield Adult School), other educational service providers, and the Kern Adult Literacy Council to increase accessibility/affordability of GED, Adult Basic Education classes, and literacy skills to low-income residents of Kern County.

(iv) make better use of available income;

CAPK's Head Start/Early Head Start Family Service Workers help families develop financial plans and goals and provide financial coaching. HS/EHS staffs have attended the financial literacy training *Your Money, Your Goals: A Financial Empowerment Toolkit for Social Services Programs* developed by the Consumer Financial Protection Bureau. Staff and clients have attended the financial education workshop *Making Every Dollar Count* taught by staff of the University of California Cooperative Extension. Additionally, CAPK's VITA program provides free income tax preparation, e-filing, and Earned Income Tax Credit (EITC) application assistance for income-eligible individuals and families.

(v) obtain and maintain adequate housing and a suitable living environment;

CAPK provides referrals to residents seeking information regarding housing resources via the 2-1-1 Kern County information and referral service. 2-1-1 Kern County is AIRS accredited and the only information and referral program of its kind in the county. Residents call a toll-free number that can be reached from anywhere in Kern County. The 2-1-1 Kern staff conducts an assessment of each caller before providing at least 3 referrals (if available) to appropriate services/agencies. All Information & Referral Specialists are Spanish/English bilingual and able to provide services in a culturally relevant manner to Spanish-speaking callers. A tele-interpreter service is used for translation needs of callers who speak other languages. Hearing impaired callers are connected to 2-1-1 Kern through a translator. 2-1-1 Kern services are provided 24 hours a day, 7 days a week, and can also be accessed online at www.capk.org. The 2-1-1 Kern database contains information on more than 1,200 social service programs in Kern County. Demographic and unmet needs of callers are also tracked.

CAPK is also a member of the Kern County Homeless Collaborative and works closely with homeless shelters and related programs and services, including the Greater Bakersfield Legal Assistance program, to ensure that low-income residents have access to suitable housing/shelter.

(vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and

Food Bank:

The CAPK Food Bank provides direct emergency food assistance to the economically disadvantaged, senior citizens, homeless individuals and families, victims of crime or disaster, the unemployed, migrant and seasonal agricultural workers, and any other persons that are in need of emergency food in Kern County. In all of 2012, the Food Bank met the hunger needs of 126,858 food insecure families throughout Kern County. The average food bag provided to families is between 25 to 30 pounds of food for a family of four (4). For families of 5 or above, the food bag averages between 50 and 70 pounds of food. A meal consists of: rice, beans, canned fruit, vegetable, meats, sauces, canned beef stew, peanut butter, and frozen meat and is supplemented by local donations of bread and other fruit. All direct food services are provided free of charge to those in need up to 12 times per year.

Through the Food Bank's Snack Attack program, currently an average of 2,450 children in after-school and summer programs throughout the county are provided healthy snack foods on a weekly and as needed basis. In 2014 the BackPack Buddies program provided 286 food insecure students in Lost Hills, McFarland, Buttonwillow, and Taft with up to 7 lbs. of nutritious foods before each weekend during the school year. Children in the BackPack Buddies program receive backpacks filled with kid-friendly foods to supplement their nutritional needs over weekends and holidays during the school year. Every backpack includes the following food items (subject to donations on hand): Protein - meat stews with vegetables, canned chicken or tuna, peanut butter, canned beans; Fruits & Vegetables– Fruit cups packed in 100% juice, 100% fruit juice, canned vegetables; Grains–cereal, macaroni and cheese, canned pasta meals; Healthy snacks–yogurt cereal bars, fruit filled cereal bars, crackers; Dairy–shelf-stable milk.

Energy Program (HEAP)
The CAPK Home Energy Assistance Program (HEAP) provides emergency utility assistance to eligible low-income residents of Kern County. Emergency services are provided to clients who have a 48-hour notice or their utilities that have been disconnected. An applicant can only receive this benefit once in a 12 month period. To qualify, the applicant must reside in Kern County, have a total household income at or below 150 percent of the federal poverty income guidelines, and have a utility bill with at least 22 days of service. During the 2013 fiscal year, $2,432,000 in utility payment assistance was provided to a total of 5,733 Kern County households.

2-1-1 Kern County
Kern County residents with immediate family or individual human service needs can access a 24-hour/7-day-a-week information and referral services through the CAPK's 2-1-1 Kern County program. The call answering specialists provide assistance in locating social services programs free of charge. The service is available to help residents identify local resources in their times of need through phone or online assistance. Last year, 2-1-1 received 57,438 calls.

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;

Community Involvement--Head Start/Early Head Start:
Best practices are evidenced in many of CAPK's programs. For example, the Head Start Program's Policy Council is an example of successful grassroots intervention. Parents/caregivers of children enrolled in the Head Start/Early Head Start (HS/EHS) program are encouraged to become involved in the broader community through volunteering in their children's classrooms and becoming involved in the shared governance of the Head Start contract by participating in the Parent Policy Council. This experience develops leadership skills including how to conduct a meeting, comprehend and analyze a budget, interview prospective staff, and advocate for the needs of their families. Involvement in these learning opportunities build parents' self-confidence and self-esteem and provide positive role models to their children based on their involvement in their education and in the community. Furthermore, this experience may lead to future participation in school PTAs, school boards, or city council meetings, and will provide experiences that will enable parents to advocate for their needs in their workplace.

Partnerships with Law Enforcement Agencies:
CAPK partners with various law enforcement agencies and the Housing Authority of the County of Kern. CAPK's Board of Directors includes a representative from the Mayor of Bakersfield. He is a former City of Bakersfield Police officer from the Crime Prevention Unit and has been an active member of the CAPK Board of Directors for over 10 years and continues to provide the agency with

the current and changing needs of the community. He also attends a variety of community events and disseminates information on the services offered by CAPK to the community as well as to other BPD officers.

CAPK collaborates with the Housing Authority of Kern County in providing child care in Housing Authority residential complexes. CAPK's Shafter Youth Center and Friendship House Community Center have established relationships with local law enforcement and other first-responders and have developed innovative grassroots programs as detailed in the following section.

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

CAPK is continuing to strengthen and improve relationships with law enforcement agencies, particularly with respect to youth activities at the Shafter Youth Center in the city of Shafter and the Friendship House Community Center in southeast Bakersfield.

Shafter Youth Center (SYC):

The SYC staff has an on-going partnership with the Shafter Police Activities League (PAL) that provides a youth indoor soccer program and other activities. Other collaborative efforts at the SYC include presentations by the Shafter Police Department to the children which consist of topics such as bullying, "stranger-danger," and drug and alcohol abuse prevention. The SYC has also collaborated with the California Highway Patrol which has presented programs to the children on helmet/seatbelt/traffic safety and driving safety (for older teens). The Bakersfield Police Department has presented a program called *A Life Interrupted* which addresses the consequences of drunk driving for teens and uses a car that was involved in a fatal drunk driving accident that killed a teenager. Other partnerships with local law enforcement include the Kern County Sheriff's Department's presentation on Internet safety for teens, and the Search and Rescue Unit presentation on water safety in swimming in natural waterways, such as the Kern River.

Friendship House Community Center (FHCC):

The FHCC is currently partnering with the Kern County Superintendent of Schools Office on a new program called the Justice Assistance Grant (JAG). The goal of this program is to reduce school violence and juvenile delinquency. Kern County Probation is the lead agency, and CAPK's FHCC role will provide *Aggression Replacement Training* (ART) to tier 2 and tier 3 students and *Parents on a Mission* (POM) classes to the parents.

The FHCC is a member of the Bakersfield Safe Streets Partnership (BSSP) which is made up of interdenominational clergy, law enforcement, community service providers, community organizations, elected officials, educators, business men and women, ex-gang members and concerned citizens. The BSSP facilitates community peace walks and participates in Call-In Meetings for active gang members. These meetings are mandatory for gang members who are on probation or parole, and are an opportunity for them to receive information on how to turn their lives around. The meetings are facilitated by various law enforcement agencies such as the Bakersfield Police Department, the Kern County Sheriff's Department, and the FBI. The FHCC Gang Prevention Program assists by providing resources and information to the attendees. The FHCC may be a location for future BSSP Call-In Meetings.

In addition, the FHCC hosts a variety of community events designed to showcase the community center and advertise the benefits of using the facilities. FHCC is available for events and community meetings as needed throughout the year with limited cost with large indoor and outdoor spaces available.

Please indicate the activities your agency sponsors to satisfy the Federal Assurance listed in #1 above (check all that apply):

☐Disaster Preparedness and Relief
☒Energy Support
☐Job Training
☐Asset Development Programs
☒Educational Support
☐Career Development
☐Volunteer Coordination Efforts
☒Food Resources
☒Health Education
☒Tax Preparation /Tax Credit Information
☐Mentoring
☒Parent Support
☒Child Development Information
☐Medical Service Access
☒Home Visiting/Case management
☒Childcare Services/Head Start
☐Other: Click here to enter text.
☐Other: Click here to enter text.

2. **Needs of Youth**
   (B) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

   (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

Please select the types of programs your agency sponsors to address the needs of youth:

☐Youth Mediation Programs
☐Youth Mentoring Programs
☒Tutoring
☒Life Skills Training
☒Youth Employment
☐Entrepreneurship Programs for Youth
☒Other: Science, Technology, Engineering, and Math
☒Other: Employment Preparation for Disengaged Youth
☐Other: Click here to enter text.

Narrative Response:

CAPK's Family, Youth and Community Services Division provides oversight of the Friendship House Community Center (FHCC) and the Shafter Youth Center (SYC). Both centers provide activities that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration.

<u>Friendship House Community Center (FHCC)</u>
The FHCC provides a safe and welcoming location for children residing in one of Bakersfield's most economically depressed and underserved areas. FHCC provides after-school activities Monday-Friday during the school year and summer. Programs include tutoring, homework assistance, a computer lab, arts and crafts, sports activities, nutrition education (including a community garden and cooking classes), a robotics/STEM program, and basketball camps. All activities are provided to participants at no charge to them or their families. Other FHCC activities that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration include the following:

- Two years ago CAPK piloted a pre-employment resource program for 50 low-income, at-risk young women (ages 14 to 18) to help them focus on career development and employment. The program has since been renamed the Pre-Employment Program (*PREP)* and expanded to include male youths ages 14 to 18. Recent CSBG/CSD Discretionary funds awarded will enhance the program by including a paid work experience component (*PREP* Works) for participants.

- The FHCC is currently partnering with the Kern County Superintendent of Schools on a new program called the Justice Assistance Grant (JAG) Program. The program goal is to reduce school violence and juvenile delinquency. The Kern County Probation Department is the lead agency, and CAPK's FHCC will provide *Aggression Replacement Training* (ART) training to tier 2 and tier 3 students and provide *Parents on a Mission* (POM) classes to the parents.

- The FHCC is a member of the Bakersfield Safe Streets Partnership (BSSP) which is made up of interdenominational clergy, law enforcement, community service providers, community organizations, elected officials, educators, business men and women, ex-gang members and concerned citizens. The BSSP facilitates community peace walks and participates in Call-In Meetings for active gang members. These meetings are mandatory for gang members who are on probation or parole, and are an opportunity for them to receive information on how to turn their lives around. The meetings are facilitated by various law enforcement agencies such as the Bakersfield Police Department, the Kern County Sheriff's Department, and the FBI. The FHCC Gang Prevention Program assists by providing resources and information to the attendees. The FHCC may be a location for future BSSP Call-In Meetings.

<u>Shafter Youth Center:</u>
The CAPK Shafter Youth Center (SYC) provides youth/young adults ages 6-21 with programs that focus on nutrition, recreation, education, and active healthy living. The SYC is located in the small rural city of Shafter which is 18 miles northwest of Bakersfield.

The SYC is open Monday – Friday, 2:30-5:30 p.m. during the school year, and Monday – Friday, 8:00 - 5:00 p.m. during the summer. Activities/programs include: Wii Stay Fit, Shafter Police Activities League indoor soccer, a Summer Nutrition Program (breakfast and lunch), reading, tutoring, homework assistance, math enrichment activities, team sports, and educational field trips. Other activities and programs at the SYC include the following:

- Gang Prevention;
- Teen pregnancy and STD prevention;
- *A Life Interrupted*, a Bakersfield Police Department program whose message is to prevent teen drunk driving. Participants see the remains of a car that was involved in a drunk-driving accident that killed a teen;
- Internet safety for teens, conducted by the Kern County Sheriff's Department; and
- Kern County Search and Rescue – water safety in swimming in natural water ways such as the Kern River; and
- American Red Cross – Disaster Preparedness and Basic First Aid.

All programs and services are provided at no charge to participants or their families.

(ii) after-school childcare programs

As stated previously, after-school programs are provided at both the Friendship House Community Center and the Shafter Youth Center for youth ages 6-21. Participants are provided homework assistance, tutoring, and recreational activities in a safe and supportive environment. Nutritious snacks are provided each day. The FHCC offers a *Grow Fit* nutrition education and physical activities program for children that also includes tending vegetable plants in the FHCC community garden and learning how to prepare them. The *Grow Fit* program may expand to the SYC if additional funding is received. Other after-school activities at FHCC include robotics/STEM, and if funding is received, the program may be expanded to the SYC. Other activities include tutoring, a computer lab, library, snacks and meals in the summer, arts and crafts, and organized sports activities.

3. **Coordination of Other Programs**
   (C)To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts)

Please indicate the types of programs your agency coordinates services with:

☐Local Workforce Investment Boards
☒Social Service Departments
☐CSBG MSFW Agency
☐One-Stop Centers
☐Child Care Centers
☒Faith-Based Organizations
☒Community Based Organizations
☐Other: Click here to enter text.
☐Other: Click here to enter text.
☐Other: Click here to enter text.

Narrative Response:

CAPK's program activities are coordinated with other programs, including those responsible for implementing state welfare reform efforts. The CAPK Food Bank, CAPK WIC, Head Start/Early Head Start, Energy, and 2-1-1 Kern County helpline provide referral services to other agencies including the Kern County Department of Human Services (TANF, CalWorks, CalFresh Programs), the State Employment Development Department (unemployment benefits, labor market information, etc.), America's Job Center/Kern County Employers' Training Resource department (job training, job search assistance, supportive services).

4. **Emergency Food and Nutrition**
   Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals.

The Food Bank meets the hunger needs of approximately 140,000 food-insecure individuals per year, throughout Kern County. On average a family of four receives about 25 to 30 pounds of food. For families of five or above, the food bag averages between 50 and 70 pounds of food including items such as rice, beans, canned fruit, vegetable, meats, sauces, canned beef stew; peanut butter; and frozen meat. These foods are supplemented by local donations of bread and fresh fruits and vegetables when they are available. This service is provided through a partnership with 110 distribution sites throughout the county. The CAPK Food bank also distributes about 3 million pounds of food annually, to families impacted by the prolonged California drought. The Food Bank staff works to promote healthy eating and procures donations of fresh produce directly from growers and other sources for distribution to Kern County's food insecure households.

The CAPK Women, Infant, and Children (WIC) supplemental nutrition program provides vouchers for food, offers nutrition education, and makes referrals to health and other social services at no charge to the families. CAPK WIC serves Kern County's low-moderate income families (including pregnant and/or breastfeeding mothers) with children up to age 5 that are deemed nutritionally at-risk. Women who participate or have family members that participate in other benefit programs, such as SNAP/CalFresh, Medicaid, or Temporary Assistance for Needy Families (TANF), automatically meet the income eligibility requirement. WIC vouchers can be used to purchase fresh fruits, vegetables and whole grain food products. The CAPK WIC program's mobile office travels to outlying Kern County communities where an expressed gap in the provision of WIC services exists. The WIC mobile unit travels to 12 sites throughout the county, once a month to provide food vouchers, breastfeeding support and pumps, and referrals to other services.

5. **Employment and Training**
   Describe how your agency will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of services and avoid duplication; and describe coordination of employment and training activities as defined in section 3 of the Workforce Innovation and Opportunity Act [29 U.S.C. 3102]. .

Please indicate the types of entities your agency coordinates services with:

☐Workforce Investment Boards
☐Social Service Departments
☐One-Stop Centers
☐Child Care Centers
☐Faith-Based Organizations
☐Local Colleges
☐Adult Education programs
☐Job Training Organizations
☐CSBG MSFW Agency
☐CalWORKS
☐Community Based Organizations
☐Substance Abuse Treatment Providers
☐Other: Click here to enter text.
☐Other: Click here to enter text.
☐Other: Click here to enter text.

Narrative Response:

The 2-1-1 Kern County information and referral program links Kern County residents to information and referrals for services in the community. The program is AIRS accredited and the only information and referral program of its kind in the county. Residents call a toll-free number that can be reached from anywhere in Kern County or access the service online at www.capk.org. All Information & Referral Specialists are Spanish/English bilingual and able to provide services in a culturally relevant manner to

Spanish-speaking callers. A tele-interpreter service is used for translation needs of callers who speak other languages. Hearing impaired callers are connected to 2-1-1 Kern through a translator. The 2-1-1 Kern database contains information on more than 1,200 social service programs in Kern County, including America's Job Center/Employers' Training Resource and the California Employment Development Department.

Case management services are provided through Head Start/Early Head Start and its Parent and Family Engagement Program and the HIV Prevention & Testing Program. The East Kern Family Resource Center (EKFRC) in Mojave serves the communities of Boron, California City, Edwards Air Force Base, North Edwards, Keene, Mojave, Rosamond, and Tehachapi. The EKFRC provides Differential Response services, i.e., early intervention with families to ensure the safety and well-being of their children. Services include case management and referrals to other services, as needed. The EKFRC also provides a school readiness program for preschool age children (including Summer Bridge for children starting kindergarten in the fall) and parenting classes for parents/caregivers. Other services include case management and referrals to other services, as needed.

CAPK clients who need job training, upgrade skills training, or job search services are referred to the America's Job Center one-stop and Employers' Training Resource. Employers' Training Resource is a department of the County of Kern and the administrative arm of the Kern/Inyo/Mono Workforce Investment Board (WIB), which provides policy guidance under the Workforce Investment Act (WIA). The WIB, through the involvement of community leaders from business, government, education, economic development, training, social services, and the nonprofit community, develops workforce investment strategies to prepare and train the workforce for the needs of the business community. This effort focuses not only on pre-employment strategies (helping unemployed persons prepare for jobs) and employment strategies (helping them find jobs), but also on post-employment strategies (keeping jobs and helping workers boost their pay and responsibilities). CAPK's Executive Director is a member of the WIB and is involved in the decision-making of vocational and educational training opportunities that are and will be provided in Kern County.

CAPK management and program staff are actively involved and communicate with government and social service programs to ensure an effective and efficient collaboration of efforts and use of resources. For example, CAPK has partnered with the Kern High School District Employment Services Division to provide pre-employment training to youth at the Friendship House Community Center and Proteus, Inc. to provide forklift training and certification to dislocated farmworkers in a work experience program.

CAPK has been very active and supportive of CalCAPA, the association of California Community Action Partnership Agencies (formerly Cal/Neva), attending quarterly and annual conferences, conducting workshops and collaborating with member agencies to exchange program and administrative information. CAPK has also participated in national CAP conferences and provided workshops on self-sufficiency and program development.

6. **Low-Income Home Energy Assistance**
   Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency

energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in the community.

CAPK is the primary Community Service Block Grant (CSBG) funded agency serving the Kern County service area. The agency administers and coordinates activities for CSBG, the Home Energy Assistance Program (HEAP), Low-Income Home Energy Assistance Program (LIHEAP), and Department of Energy (DOE) energy contracts. To increase participation in the emergency energy programs by eligible Kern County residents, CAPK solicits assistance from a number of collaborative partners that work with low-income residents to disseminate information and recruit clients for energy services.

Services related to emergency energy crisis intervention programs under title XXVI [42 U.S.C. 8621 et seq.] (relating to low-income home energy assistance) include:

- utility payment assistance;
- weatherization repairs, weather-stripping, insulation;
- replacement of non-energy efficient doors, windows, lightbulbs, and appliances; and
- installation of low-flow shower heads and carbon monoxide alarms

7. Faith-Based Organizations, Charitable Groups, and Community Organization Partnerships

Describe how your agency will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

Please select the various organizations that your agency forms partnerships to serve low-income residents in your service area, check all that apply:

☒Local school districts
☐Social Service Departments
☒State agencies
☒Colleges
☒Faith-Based Organizations
☒Community Based Organizations
☐Local Utility Companies
☒Charitable Organizations
☒Homeless Programs
☐Participant in County Taskforce
☒Local Food Banks
☐Other: Click here to enter text.
☐Other: Click here to enter text.
☐Other: Click here to enter text.

Narrative Response:

The CAPK Food Bank partners with 110 food distribution sites throughout Kern County which include churches, social service agencies, and community-based organizations. As previously indicated in this report, CAPK's 11 direct-service programs rely on effective collaborations with many other agencies and organizations, including those in the faith-based community, to ensure that low-income residents are served by the State. For example, 2-1-1 Kern County maintains a database of over 1,200 organizations that provide a multitude of services for Kern County residents, and when call specialists receive requests for help or information, they provide referrals to at least 3 agencies, if available, that provide appropriate services.

8. **Establishment of Procedures for Adequate Board Representation**
   Describe your agency's procedures for establishing adequate board representation under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism).

CAPK is governed by an all-volunteer, 15-member tripartite Board of Directors. The Board membership is required to include one-third which represents low- income residents, one-third representing the public sector, and one third representing the private sector. The Chair of the Head Start Policy Council is one of the five low-income members. The remaining four members are recruited and selected through a democratic process of elections in four areas of the county as defined by the boundaries of the municipal districts: Bakersfield, East Kern, North Kern, and South Kern. Potential representatives must certify by signature that he/she meets all eligibility requirements. Applicants are provided election rules and official petition forms and elections are held during the week. If no nomination papers are received by the deadline, the Board of Directors has the option of appointing a representative for the District consistent with eligibility criteria.

In addition, in the 43 Head Start/Early Head Start child education and development centers, parents participate in Parent Councils, one at each center, as well as participate in six Regional Policy Councils, and the main program Policy Council. Low-income parents in the programs participate in the design, implementation, and monitoring of the child care program. As issues and concerns are raised, they are brought up the chain of command until a satisfactory answer or resolution to a problem is reached.

9. **Cost and Accounting Standards**
   Describe how your agency will ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds.

CAPK maintains financial records that comply with the cost and accounting standards of the Office of Management and Budget. CAPK uses an independent accounting/CPA firm to conduct a comprehensive agency- wide single audit. CSD representatives are provided copies of each audit and offered access to inspect financial files, processes, and systems.

The Board Chair and CAPK's Executive Director assure that CAPK will use CSBG funds in compliance with the Coates Human Services Reauthorization Act of 1998 and Public Law 105-285, and that the eligible beneficiaries will be as defined by California Government Code Section 12730(f). CAPK maintains financial records that comply with the cost and accounting standards of the Office of Management and Budget. CAPK conducts a comprehensive agency-wide single audit. CSD representatives are provided copies of each audit and offered access to inspect financial files, processes and systems. The Chairman of the Board of Directors and the Executive Director assures that the agency will use CSBG funds in compliance with the Coates Human Services Reauthorization Act of 1998 and Public Law 105-285, and that the eligible beneficiaries will be as defined by California Government Code Section 12730(f).

The U.S. Office of Management and Budget (OMB) published new requirements for federal award programs entitled *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (also known as the *Super Circular*) codified at 2 CFR 200. The guidance supersedes and consolidates the requirements from OMB circulars A-21, A-87, A-110, A-122, A-89, A-102, A-133 and A-50. CAPK is in compliance with this change and will meet new standards as required in the *Super Circular*.

10. Service Delivery System

a. Provide a description of your agency's service delivery system, for services provided or coordinated with CSBG funds targeted to low-income individuals and families in communities within the State.

b. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based an in-depth analysis of performance data.

CAPK's service delivery system consists of CSBG-funded programs and programs operated with other funding sources. Programs are targeted to low- income families and individuals.

CAPK's administration functions are headquartered at 5005 Business Park North in Bakersfield and are co-located with the agency's Head Start Program Administrative Offices. CAPK maintains offices in 28 cities/communities. Programs are located in the communities of Adelanto, Arvin, Bakersfield, Big Bear, Boron, Buttonwillow, California City, China Lake, Crestline, Delano, Frazier Park, Inyokern, Johannesburg, Lake Isabella, Lamont, Lost Hills, McFarland, Mojave, Needles, Phelan, Ridgecrest, Rosamond, Shafter, Taft, Tehachapi, Wasco, and Wofford Heights. A mobile office is used to provide services to 12 other communities.

CAPK's Migrant Childcare Alternative Payment (MCAP) program enrolls families through six Central Valley counties: Fresno, Kern, Kings, Madera, Merced, and Tulare. In 2015 CAPK's 2-1-1 Kern County helpline will be entering into agreements to provide 2-1-1 call answering services for residents of Kings, Tulare, Merced, and Mariposa Counties. CAPK converted the previous administration building at 300 19th Street in Bakersfield to co-locate the 2-1-1 Kern, VITA, Energy, and HIV Prevention &

Testing programs. The facility is easily accessible to public transportation and low-income families in the Bakersfield area.

CAPK's Outreach and Advocacy work unit ensures delivery of a comprehensive message to the community about the range of services CAPK offers. Both English and Spanish language media are used to convey information about programs, activities, events, and services. CAPK's Web site, www.capk.org, is a major component of the agency's centralized outreach, recruitment, and advocacy efforts. The Web site provides a one-stop location that provides visitors with general information on all agency services, eligibility requirements, locations, and contact names. In addition CAPK maintains a Facebook page to promote upcoming events and program services; however, some CAPK programs also maintain their own Facebook pages. The CAPK Food Bank was the first of CAPK's programs to launch its own Facebook page. That page has been instrumental in promoting the Food Bank's many efforts to raise awareness of food insecurity, advocate for hunger relief, and to promote healthy eating and healthy lifestyles. CAPK also has a dedicated YouTube channel that features public service announcements that promote agency events, programs, and services, instructions on how to prepare healthy snacks and meals with fresh fruits and produce, etc. In addition, the public may access the 2-1-1 Kern resource directory at no charge on the CAPK Web site.

CAPK works with many public agencies and nonprofit organizations which provide referrals to CAPK's programs and resources that enable the programs to effectively reach and serve individuals and families in need of services.

CSBG-Funded Programs:

The CAPK Food Bank partners with many public and nonprofit social services agencies as well as faith-based organizations in Kern County to distribute emergency food, provide nutrition education, information on health issues, SNAP/CalFresh benefits and enrollment, and other available services.

Examples of agencies who have participate in community partnerships with CAPK include Kern Health Systems; National Health Services, Inc.; Kern County Public Health Services Department; Planned Parenthood; California Veterans Assistance Foundation; Kern County Children's Dental Health Network; Boys and Girls Club; America's Job Center/ETR; Delores Huerta Foundation; Golden Empire Transit; Stay Focused Ministry; Bakersfield Homeless Center; Girl Scouts; CAPK Head Start/Early Head Start; 2-1-1 Kern County; CAPK WIC; State of California, Employment Development Department; Bakersfield Association of Retarded Citizens (BARC); Greater Bakersfield Legal Assistance (GBLA); Santa Barbara Business College; Kern High School District's Career Resource Department; CAPK VITA; and Goodwill Industries of South Central California; and many more.

The Friendship House Community Center (FHCC) is located in southeast Bakersfield, one of the city's most economically depressed and underserved areas. The FHCC engages many community partners in its delivery of services to children, youth, and adults. Some of the FHCC's many partners include the Kern County Sheriff's Department, the Bakersfield Police Department, the Kern County Probation Department, the Kern High School District, Kaiser Permanente, PG&E, Aera Energy, and Chevron. The

FHCC provides after-school tutoring through an on-going partnership with the Bakersfield City School District and its tutoring service provider, teachers, school counselors, and parents.

The Friendship House Community Center is partnering with the Kern County Probation Department, the Kern County Sheriff's Department, and the Kern County Superintendent of Schools to provide gang prevention activities under the Justice Assistance Grant (JAG) Program. The goal of this program is to reduce school violence and juvenile delinquency. The Kern County Probation Department is the lead agency, and CAPK FHCC will provide *Aggression Replacement Training* (ART) to tier 2 and tier 3 students, and provide *Parents On A Mission* (POM) classes to the parents.

Also, through the Gang Prevention Program the FHCC partners with Bakersfield Safe Streets to assist with the facilitation of community peace walks and to participate in Call In Meetings for active gang members. These meetings are mandatory for gang members that are on probation or parole, and are also an opportunity for them to receive information on how to turn their lives around. Those facilitating the meetings include various law enforcement agencies such as the Bakersfield Police Department, the Kern County Sheriff's Department, and the FBI. The FHCC Gang Prevention Program assists by providing resources and information to the attendees. The FHCC may be the location of the next Bakersfield Safe Streets Gang Call In Meeting in 2015.

In addition, the FHCC was the host site for the Bakersfield Police Department's Valley Zone Community Meeting on April 6, 2015. The meeting was an opportunity for the Bakersfield Police Department to connect with the community to explain changes in the Police Department, and to address community concerns.

<u>The Women, Infants and Children (WIC) Supplemental Nutrition Program</u> provides nutrition education and food vouchers to income-eligible families (including pregnant and/or breastfeeding women) with children under 5 years of age. WIC also provides breastfeeding education and support. Services are provided in Kern County and the communities of Adelanto, Big Bear, Crestline, Needles, and Phelan in San Bernardino County.

<u>The 2-1-1 Kern County helpline</u> provides comprehensive information and referral services that link Kern County residents to community health and human services. 2-1-1 Kern County is AIRS accredited and the only live-answer information and referral service in Kern County that operates 24 hours a day, 7 days a week. The program is funded through a partnership of several agencies including United Way of Kern County, First 5 Kern, Kern County, Kern County Health Department, and CAPK (CSBG funds). In 2015, 2-1-1 Kern County will expand its services to answer 2-1-1 calls in Kings, Tulare, Merced, and Mariposa Counties.

<u>The Shafter Youth Center (SYC)</u> provides education and enrichment activities to low-income children and youth who live in and around the city of Shafter. The SYC has developed programs and partnerships with the City of Shafter, the Richland School District, the Girl Scouts, and the City of Shafter Police Activities League. The Shafter Youth Center provides activities such as the following:

- *A Life Interrupted*, presented by the Bakersfield Police Department for teens and older youth. The program is a sobering reality check on the consequences of driving drunk and includes a crash trailer with a vehicle that was involved in a fatal drunk driving accident
- Kern County Sheriff's Department provided training for teens on Internet safety.

- Kern County Sheriff's Department Search and Rescue Unit provided water safety instruction in swimming in natural water ways such as the Kern River.
- American Red Cross provided training on Disaster Preparedness and Basic First Aid.

Volunteer Income Tax Assistance (VITA) – Provides free tax preparation, e-filing, and EITC application assistance for income-eligible individuals and families throughout Kern County. Services are provided year-round.

Other CAPK programs (non-CSBG funded) include:
Head Start/Early Head Start - Provides comprehensive child education and development services, for income eligible children 0 to 5 years of age, as well as parent education and access to other supportive services for families of HS/EHS children. Options include center-based and home-based, an in-home child care option.

Energy - Provides weatherization and utility bill payment assistance to eligible low-income residents in Kern County.

Migrant Childcare Alternative Payment (MCAP) Program - Maintains a statewide child care program, with entry into the program available in six counties (Kern, Tulare, Kings, Fresno, Madera, and Merced) followed by assistance statewide. The mission of this program to provide migrant farmworker families with subsidized, quality child care that meets their needs provide children of migrant farm workers with a safe, nurturing, and educationally growing environment.

East Kern Family Resource Center – Provides services that assist low-income individuals and families residing in designated communities of east Kern County. The EKFRC primarily focuses on helping families with children who are at risk of abuse and neglect (referred by the Kern County Department of Human Services) and also prepares children to enter kindergarten through the School Readiness Initiative and Summer Bridge program. The EKFRC also provides direct family support services, parenting education, referrals to other services, if needed, and maintains an emergency supplies closet to help individuals and families in crisis with basic necessities such as food, clothing, blankets, bus passes, gas vouchers, diapers, and infant formula.

11. Linkages

Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

CAPK collaborates with many other service/faith-based organizations, county and city departments that provide services throughout the community. CAPK's 2-1-1 Kern County helpline provides information, referrals, and follow-up with residents in need of human services. 2-1-1 Kern documents calls received for which call specialists were unable to provide referrals or information to the callers. CAPK uses both reports to identify existing needs and existing or potential gaps in services to determine programs. In addition, CAPK staff participates on many committees throughout the county that support or pertain to their specific program and targeted populations. These committees include the Head Start Community Committee, Kern County Homeless Collaborative, Kern County

Comprehensive Economic Development Strategy Committee, Workforce Investment Board, and the Kern County Voluntary Organizations Active in Disaster (KC VOAD). Participation in these committees provides valuable information on emerging and unmet needs, available services, and potential gaps in service.

12. Funds Coordination

Describe how CSBG funds will be coordinated with other public and private resources.

With over 800 employees, CAPK is one of the largest Community Action Agencies in California and one of the largest nonprofit organizations in Kern County. The agency administers over 50 separate grants and contracts each year. CSBG funds are used in two distinct categories. The primary use of CSBG dollars is to fund a centralized administrative support system for the various contracts and grants from which services are provided. CAPK's Finance Division's services include centralized auditing, payroll, accounts payable, and accounts receivable. The Human Resources Division, coordinates all recruiting, hiring, orientation, and benefits services for all CAPK staff. The Operations Division is responsible for facilities maintenance and repair, IT, business management, and safety. The Planning Research & Development Division coordinates all grant writing, resource development, strategic planning, outreach, and advocacy activities.

The second use of CSBG funds is for direct program support for the CAPK Food Bank, 2-1-1 Kern County, Shafter Youth Center, Friendship House Community Center, and VITA. Funds are allocated from CSBG for salaries to support program staff. This direct support allows for thousands of individuals and families to receive direct services and/or referral services.

As the Kern County's designated Community Action Agency, CAPK coordinates with over 600 social service agencies and private groups to provide services to the county's low-income residents.

13. Innovative Community and Neighborhood Initiatives (Including Fatherhood/Parental Responsibility)

Describe how your agency will use funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle which may include fatherhood and other initiatives with the goal of strengthening families and encouraging effective parenting. -.

Please select the community and neighborhood initiatives your agency will use to fulfill the purpose of this subtitle:

☐Fatherhood Strengthening Classes

☐Counseling
☒Non-court-ordered parenting classes
☒Co-parenting communication skills
☐Classes assisting incarcerated or recently paroled men
☐Job training and employment assistance
☐Other: Click here to enter text.
☐Other: Click here to enter text.
☐Other: Click here to enter text.

Narrative Response:

Head Start Family Services provide information, referrals, and resources to families in response to identified family goals. Workshops and one-on one coaching are offered that are based on parent/guardian needs such as financial education. Parent and Family Engagement in Head Start/Early Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. Head Start Program home visits coupled with parenting classes and other activities are designed to address the following outcome strategies: (1) decrease the rate of childhood illnesses; (2) decrease behavioral problems; (3) reduce interventions by child welfare, law enforcement, and the courts; and (4) decrease the use of tobacco and alcohol in families. Services provided by the CAPK family advocates include linkages to supportive services, transportation, parent education, access to no or low-cost health care and other services that will benefit the family.

CAPK's Migrant AP Childcare program alternative payment options for migrant farm workers with child care needs. To qualify for these child care services, parents must move or have moved within a 12-month period to find agricultural work. Families can register in any of six Central Valley counties and thereafter be eligible to receive child care services throughout the state. This unique regional program serves migrant farmworker families that earn at least 50 percent of their income from agricultural work. While participating in the program, migrant parents also receive information about child development, home safety, and the social service network of the county in which they are living or working. Family Advocates in each county provide referral services to participating families.

The Friendship House Community Center (FHCC) was the host site for the Bakersfield Police Department April 6, 2015, Valley Zone Community Meeting. The meeting was an opportunity for the Bakersfield Police Department to connect with the community to explain changes in the Police Department, and to address community concerns. The FHCC and SYC also participate in a gang prevention program which includes classes that help at-risk youths reduce their aggression through journaling (Aggression Replacement Therapy) and increases parental involvement and effective communication with their children (Parents on a Mission).

Another program offered at the FHCC, *Grow Fit*, involves children and their parents/ caregivers learning about nutrition and the importance of regular physical activities. The program also includes activities that include cooking classes that use produce grown in the FHCC community garden. At the end of the program, parents/caregivers are invited to a dinner which the children have prepared using fresh vegetables from the community garden. The children are encouraged to share with their parents/caregivers what they have learned about nutrition, gardening, cooking, and the program's physical activities.

STATE ASSURANCES

California State Law establishes assurances for the State and eligible entities. Provide narrative descriptions of how your agency is meeting each assurance.

California Government Code 12747 (a): Community action plans shall provide for the contingency of reduced federal funding.

On March 1, 2013, the federal government enacted sequestration, a series of automatic across-the-board cuts meant to reduce federal spending. As a result, CAPK instituted agency-wide measures to scale down and modify both administrative and programmatic staffing, activities, and services to meet the decreased funding. As difficult as these necessary actions were to implement, the reduced funding also acted as a catalyst for CAPK to re-examine its organizational structure, work more efficiently, and continue to move the agency forward on its mission and the Promise of Community Action. Reduced federal funding continues to be a serious consideration, CAPK is prepared take the following steps to address future budgetary reductions: • Closely monitor all expenditures and limit spending to the most essential needs. • Implement a hiring freeze for nonessential positions. • Increase efforts to identify and seek funding from private and other nonfederal sources. • Increase community partnerships to take advantage of in-kind and other shared resources. • Decrease the number of hours of service provided by CSBG-funded programs. • Review organizational structures of the agency and its individual programs and modify as necessary. • Prioritize agency services provided to the low-income population based on community needs assessments.

California Government Code § 12760: Community action agencies funded under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

CAPK collaborates with numerous other agencies within Kern County to share resources and to ensure that the needs of the community are being met. Agencies with whom CAPK has partnerships include the following:

- Kern Health Services
- Kern County AIDS Advisory Board
- Adult Viral Hepatitis Statewide Planning Group
- Turning Point Community Advisory Board
- CCICS Change Agent Group
- Kern County Homeless Collaborative
- HMIS Data Committee
- Kern County Mental Health Department/Substance Abuse System of Care
- California Association of Food Banks
- Nutrition Education Consortium WIC Central California Region
- California WIC Ambassadors
- Call to Action
- Get Moving Kern
- HealthyKern.org
- Kern County Breastfeeding Coalition
- Kern Comprehensive Cancer Awareness Partnership KCCAP
- Community Health Initiative
- Kern County Network for Children
- Early Childhood Council of Kern
- Kern County Comprehensive Economic Dev. Strategy Committee
- United Way of Kern County
- California Endowment
- First5 Kern
- California Community Economic Development Association
- California Department of Public Health
- Feeding America
- Golden Empire Transit
- Greater Bakersfield Chamber of Commerce
- Kern Community Foundation
- Kern County Employers' Training Resource/America's Job Center
- Kern County Fair
- Kern County Hispanic Chamber of Commerce
- Kern County Mental Health Department
- Kern County Department of Public Health Services
- Kern County Veterans Stand Down
- Kern Food Policy Council
- National and California Community Action Partnership Associations
- National and California Head Start Associations
- National and California WIC Associations
- San Joaquin Valley Community Reinvestment Act Collaborative

- West Side Community Resource Center
- Mountain Communities Healthy Start Family Resource Center
- Indian Wells Valley Family Resource Center
- Kernville Family Resource Center
- Building Healthy Communities Kern County
- Clinica Sierra Vista
- College Community Services
- CSO Bakersfield and CSO Lamont
- Ebony Counseling Center
- Turning Point
- Westcare Outpatient
- Casa Serena
- Jason's Retreat
- Capistrano Mothers Home
- Genesis NAPD
- Aegis

California Government Code §12768: Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other eligible entities funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not an MSFW entity, please write "not applicable".

Not Applicable

INDIVIDUAL AND COMMUNITY ELIGIBILITY REQUIREMENTS

Describe how your agency verifies participant income eligibility:

☒ Pay Stubs

☒ Social Security Award Letters

☒ Bank Statements

☒ Tax Statements

☒ Zero-income Statements

☒ Unemployment Insurance Letters

☒ Qualification for other need-based program, describe

Recipient of Public Assistance verified by DHS Passport to Service

☒ Other, describe:

Foster Care Documentation- IEP/IFSP W-2 Employer Statement Child Support Documentation Documentation of Homeless as defined by the McKinney-Vento Homeless Act

Income eligibility for general/short term services: For services with limited in-take procedures (where individual income verification is not possible or practical), describe how your agency generally verifies income eligibility for services? An example of these services is emergency food assistance.

Individuals and families that receive emergency food assistance through the CAPK Food Bank are asked to self-certify their income. Twice each year, CAPK Food Bank staff conduct a survey of a sample of individuals and families at over 110 USDA distribution and pantry sites in Kern County. Many of the distribution locations are in rural and remote communities and are typically operated by only a few volunteers at each site. These volunteers are busy distributing the food and generally do not have the time to administer the surveys. CAPK VITA, Energy, Head Start, and Migrant AP Childcare programs each have income verification systems in place that require specific documentation to verify income eligibility.

Community-targeted services: For services that provide a community-wide benefit (e.g. development of community assets/facilities; building partnerships with other organizations), describe how your agency ensures the services target low-income communities?

CAPK's outreach and advocacy unit is the agency liaison with news media and the general public. This unit promotes agency events and programs, raises awareness, and provides information relevant to low-income communities. The unit also networks with other organizations to build and strengthen partnerships and collaborative efforts to effectively and efficiently serve CAPK's target population. The CAPK website, Facebook page, Twitter, Instagram, LinkedIn, YouTube channel, e-mail, mailings, press releases, PSAs, billboards, newspapers, pamphlets, newsletters, and annual reports are vehicles used to provide information to the public, policymakers, CAPK employees, community partners, volunteers, funding sources, and clients.

MONITORING AND EVALUATION

CSBG eligible entities are required to be actively involved in the evaluation of your community action programs. Provide a narrative description of the specific method(s) of evaluation, frequency, and monitoring conducted that ensures high standards of program and fiscal performance.

1. Describe your methods for evaluating programs and services.

Program evaluation is conducted by completing the National Performance Indicators. Program services are compared to performance measurement standards, scope of work, and budget. Some programs may also conduct pre- and post-program assessments and/or customer satisfaction surveys.

Monitoring and evaluation are focused in two areas; programmatic and financial. Program monitoring and evaluation are components in each of the agency's grants which allow staff to track and measure program performance, document achievements, and compare with stated program goals and objectives. Each program has its own method of collecting data, as required by the grant, to document outcomes, identify strengths and challenges, and to address issues that arise during the program's duration. Program budgets are also reviewed regularly by the CAPK division directors to ensure that the budgets are not exceeded and that expenses are necessary and reasonable.

2. Describe the frequency of evaluations conducted.

Evaluations are conducted as interim and annual NPI reporting and as required by contracts, agreements, and MOUs for each program. Evaluations are documented and analyzed to identify each program's strengths and challenges and used as a management tool to determine if and what changes could be implemented to ensure positive and meaningful outcomes

3. Describe specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program.

Division directors and program managers monitor at the program level to ensure contract compliance and fidelity to established performance standards. Outcome indicators are collected from each program as of 2013 for compliance with State NPI reporting and Results Oriented Management and Accountability (ROMA) standards.

DATA COLLECTION

The success of the CSBG Network relies heavily on the quality and relevance of data collected on individuals and families served. To comply with the requirements set forth by OCS with the State and Federal Accountability Measures, provide a narrative description on your agency's data collection and reporting process. Explain how your agency ensures accurate data is collected and reported on ALL agency activities, not just CSBG funded activities. Describe the system(s) your agency has in place to ensure accuracy, review the data prior to submission to the State, and how the data is used, analyzed and acted on to improve agency programs and services.

Describe the data collection process.

CAPK's CSBG-funded programs use a number of tools to collect, track, and record services rendered as well as performance outcomes. Individual grants often require use of specific software to track program services, CAPK has developed databases to summarize individual program performance into a uniform data collection system which is used to submit CSBG reports to CSD.

CAPK manages a diverse array of programs; consequently, data collection tools are just as diverse. Some programs have multiple funders that require use of specific software; other funders require programs to input data using online. CAPK reports on 28 of CSD's NPI indicators; many programs report on several different indicators; and some indicators have as many as five programs reporting on one projection. To ensure consistency with such a wide variety of reporting tools and to monitor progress towards CAPK's NPI projections, the agency has developed a program matrix tool for data collection. The matrix tool documents projections and progress by each program and the projections and progress by each NPI. The matrix tool is further broken down by program where several programs can report on the same indicator and program staff members can see their own progress to their own projections at 6- and 12-month intervals.

The matrix tool is disseminated to division directors and program managers four weeks prior to the end of the reporting period. After the end of the reporting period, each program creates an NPI indicator report documenting their outcomes on the matrix tool and returning the tool to the Director of Family, Youth & Community Services. All programs reporting on projections are required to submit the reports used to obtain the NPI projections as backup documentation.

To ensure that the supporting documentation is accurate, CAPK has implemented quality assurance and retention plans. The Director of Family, Youth & Community Services is responsible for collecting, maintaining, and verifying documentation used to substantiate the program and aggregate totals reported for each CSBG NPI. The supporting documents are stored at CAPK's main office and are easily accessible for review. Reporting and monitoring procedures are reviewed on an ongoing basis to ensure appropriate controls are in place at the program and aggregate reporting level.

Describe the data reporting process.

CAPK reports results through National Performance Indicators.

The Director of Family, Youth & Community Services prepares and submits CSBG reports.
Reporting and monitoring procedures are reviewed on an ongoing basis to ensure appropriate controls are in place within individual reporting programs.

Program managers are required to submit their reports by e-mail and submit all backup documentation to the Director of Family, Youth & Community Services no more than one month after the end of the reporting period. The data collected is aggregated for each indicator reported on. Final totals are entered into the required forms and submitted by email to Community Service and Development, CSBG unit. The data is audited for any errors and/or inconsistencies are corrected if needed.

Training on reporting procedures for program staff are conducted at regularly scheduled intervals and prior to reporting dates. Training notifications are sent to Directors and Program Managers four weeks before the end of the reporting period. Training sessions include a review of the indicators, requirements of the indicators, copies of the program matrix tool showing each programs goals and if applicable, the 6-month reported projections followed by a question and answer forum. Staff members who need additional help may schedule for a one-on-one meeting with the Director of Family, Youth & Community Services.

Describe how the data is used, analyzed and acted on to improve agency programs and services.

The CAPK Finance Division monitors and evaluates each program's fiscal performance based on the program's budget and contractual requirements. CAPK Program Managers or Division Directors initiate request for expense reports, including staffing, operating costs, check requests, purchase order, etc. The Finance Division prepares monthly financial statements which are presented monthly to the Board of Directors. The Finance Division is responsible for submitting financial statements to CSD. The Finance Division also coordinates various program audits, as required, and the annual, single, agency-wide audit by an independent certified public accounting firm.

The Director of Family, Youth & and Community Services periodically monitors CAPK's CSBG-funded programs to ensure timeliness and accuracy of data and will correct any errors and/or inconsistencies, if needed.

Data from CSBG reports are used to identify how many customers have been served, measure performance, included in grant proposals to describe the populations CAPK serves, program planning and evaluation, staffing decisions, and updates to the Board of Directors. Data is used by individual programs to determine client eligibility and compliance with state and federal requirements. The data is also reviewed to ensure program efficiency and to evaluate budgetary needs for future services.

CSBG/NATIONAL PERFORMANCE INDICATORS (NPI) CAP PROJECTIONS

The Office of Community Services (OCS) published CSBG IM #152 Annual Report on January 19, 2017. The CSBG Annual Report replaces the current CSBG IS and includes an updated set of CSBG outcome measures that will replace the current NPI structure. CSBG Eligible Entities will begin data collection with the new structure beginning October 2017. As more information is gathered CSD will ask agencies to complete their projections in accordance with the new outcome reporting structure.

APPENDICES (OPTIONAL)

All appendices should be labeled as an appendix (i.e., Appendix A: Community Survey Results) and submitted with the CAP.

[1] Healthy Kern, *2016 Community Health Needs Assessment*; http://www.healthykern.org/
[2] US Census, 2010 - 2015 American Community Survey Estimates https://www.census.gov/
[3] US Census, American Fact Finder Table S1810 Kern County Disability Characteristics, 2011-2015 5-year estimates. https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_15_5YR_S1810&prodType=table
[4] Federal Register*; Poverty Guidelines* https://aspe.hhs.gov/poverty-guidelines
[5] Colombia University's National Center for Children in Poverty; http://www.nccp.org/
[6] U.S. Census Bureau, American Community Survey 2011-2015 Estimates, Table B17010, Block Group Level https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_15_5YR_B17010&prodType=table
[7] Robert Reich, *Inequality In America Report* https://www.jec.senate.gov/public/_cache/files/3455c373-7557-4581-8cd8-34b43b759f53/reich-testimony.pdf
[8] University of California Davis; *Poverty Research Report* http://poverty.ucdavis.edu/research
[9] Economic Policy Institute, Poor People Work, Economic Snapshot, 2013 Data; Elise Gould, May 19, 2015 http://www.epi.org/publication/poor-people-work-a-majority-of-poor-people-who-can-work-do/
[10] California Budget & Policy Center, Five Facts Everyone Should Know About Poverty; http://calbudgetcenter.org/
[11] California Farm Bureau Federation and the Kern County Farm Bureau, Kern County Crop Report; http://www.kernag.com/caap/crop-reports/crop10_19/crop2012.pdf
[12] Kern Economic Development Corporation, *Oil & Gas Economic Impact Report* http://kedc.com/resources/
[13] California Employment Development Department, Labor Market Information Division; http://www.labormarketinfo.edd.ca.gov/
[14] The PEW Charitable Trust; *Pursuing the American Dream; Economic Mobility across Generations* http://www.pewtrusts.org/en/research-and-analysis/reports/0001/01/01/pursuing-the-american-dream
[15] Kern County Network for Children, *2016 Report Card* *http://kern.org/kcnc/reportcard*
[16] Child Care Resource & Referral Network; *2015 Child Care Portfolio* http://www.rrnetwork.org/2015_portfolio
[17] U.S. Department of Housing and Urban Development; http://www.hud.gov/offices/cpd/affordablehousing/
[18] Housing Authority of the County of Kern, http://kernha.org/wp/agency-information/agency-plan/
[19] Kern County Homeless Collaborative; http://www.kernhomeless.org
[20] Food Research and Action Center (FRAC); *How Hungry is America, 2016 Report* *frac.org/wp-content/uploads/food-hardship-2016-1.pdf*
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COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start and Child Development Services

Date: May 31, 2017

Subject: Agenda Item VI(f): Non Federal Share waiver request for EHS Child Care Partnership – **Action Item**

CAPK is in its second budget period of implementing the Early Head Start Child Care Partnerships program. The funding award for the initial 18 months of the project was based upon an annualized operating budget, but services did not begin immediately. Thus, significant savings were realized. CAPK submitted a budget revision to use these unexpended funds for one-time project expenditures. Included in the revision was a request to waive non-federal share on this portion of the funding; both the revision and waiver were approved by Office of Head Start.

These identified funds, in the amount of $315,000, were subsequently carried over into the current budget period. However, the approved waiver did not carry over; OHS requires a new waiver request. CAPK is on track to reach its non-federal share requirement for the Base and Training/Technical assistance funds; the waiver request would be for only the non-federal share of the carryover amount ($78,750).

Recommendation:
Staff recommends that the Board of Directors approve the submission of a request to waive non-federal share in the amount of $78,750 for the 2016-2017 Early Head Start Child Care Partnership grant.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Head Start / State Child Development Director

Date: May 31, 2017

Subject: *Agenda Item VI(g):* Reorganization of Head Start Management Staff and Addition of One New Position – **Action Item**

Since 2014, the Division has been awarded the Early Head Start (EHS) San Joaquin grant, the EHS Child Care Partnership, Duration Funds, and COLA increase. Head Start has seen a significant increase in its budget.

The Head Start Management team is continually assessing and analyzing effective methods in which to deliver services to our clients. The Head Start / State Child Development Division was faced with significant changes due to the new Head Start Performance Standards (HSPPS). The HSPPS have been comprehensively revised for the first time in the history of the program. With the Head Start Model continuing to change, we have made it a priority to stay ahead of the evolving requirements.

The HSPPS require that programs ensure outcomes and impacts are measured and demonstrated. We must equip the program to successfully implement the new regulations, thereby strengthening services to children and families.

The Assistant Director of Grants Management job description is responsible for assisting the Director of Head Start / State Child Development in planning, organizing, guiding and controlling the overall grants management functions of the Division. The job description was evaluated based on the current needs of the Head Start / State Child Development Division. The salary for the Assistant Director of Grants Management is Grade 12.

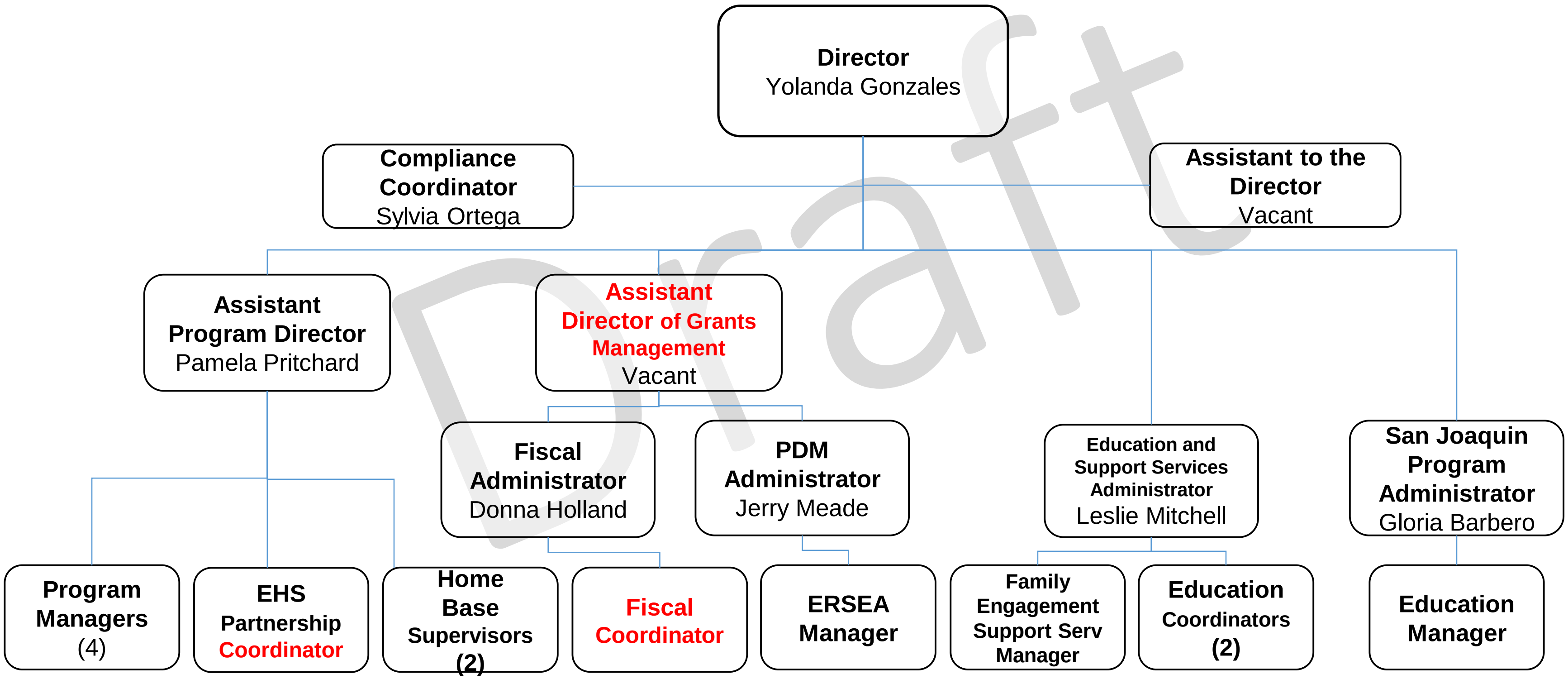
This item was reviewed by the Budget & Finance Committee on May 24, 2017, and was recommended for approval with slight modifications to the job description.

Recommendation:
Staff recommends that the Board of Directors approve the reorganization of Head Start Management Staff and addition of the Assistant Director of Grants Management Position.

Attachment: Organizational Chart
Job Description

Head Start/ State Child Development Programs

Organization Chart with Proposed Changes



Head Start/ State Child Development Programs

- **Assistant Director of Grants Management** — Vacant
  - **Fiscal Administrator** — Donna Holland
    - San Joaquin Fiscal Specialist
    - Fiscal Coordinator
      - Fiscal Technician (2)
    - Fiscal Specialist
    - Fiscal Technician (2)
  - **PDM Administrator** — Jerry Meade
    - Administrative Assistant
    - Food Service Manager
    - ERSEA Manager
      - ERSEA Specialist (4)
        - ERSEA Technician (4)
      - ERSEA CACFP Coordinator
        - ERSEA Technician (2)
    - Professional Development Specialist
    - Program Governance Coordinator
    - Program Governance Assistant

COMMUNITY ACTION PARTNERSHIP of KERN
Head Start/State Child Development
Assistant Director of Grants Management

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Responsible for assisting the Director of Head Start/State Child Development in planning, organizing, guiding and controlling the overall grants management functions of the Division.

SUPERVISION RECEIVED:
Receives supervision from Director Head Start/State Child Development

SUPERVISION EXERCISED:
Direct supervision of the Fiscal Administrator and PDM Administrator.

DUTIES AND RESPONSIBILITIES:
Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Maintain an effective working relationship with the Finance Division in implementing agency accounting policies, procedures and control with the Head Start/State Child Development Division.
2. In conjunction with the Director of Finance, will act as a liaison with Head Start/State funding sources in resolving budget, financial and reporting issues.
3. Performs comprehensive financial, economic and budgetary analyses and forecasts which support functions, projects, and initiatives in financial and budgetary administration and implementation.
4. Develop and prepare budgets, budget modifications and amendments and other supporting financial analysis and schedules as required.
5. Participates in the development of State and Federal refunding applications, budgets, program plans and updated community and self-assessments, and ensures program review and updates to the Policy Council and Board of Directors.
6. Participates in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
7. Plans, develops, implements, and conducts a monthly monitoring system to include completion of all necessary documentation.
8. Provide general business and financial advice to the Director of Head Start/State Child Development on the overall operation and financial condition of the Head Start/State Child Development Division. Provide technical support and direction to Head Start/State Child Development management staff to ensure compliance with government rules and regulations

and grant/contract requirements.

9. Assists the Director of Head Start/State Child Development in formulating and administering agency policies and developing short-range and long-range goals and objectives.
10. Conduct training for Head Start/State Child Development staff on proper accounting procedures.
11. Identify financial issues; Recommend appropriate action to strengthen and enhance the financial environment.
12. Assist in the approval of expenditures within grant/program budget limits.
13. Assists with annual audits, all funding source/regulatory audits and monitoring visits and the HS Annual Self-Assessment.
14. Collaborates with support Division Directors & other management staff on complex strategic financial planning budget considerations affecting the Division.
15. Assists Division in analyzing and researching the basis for budget – expenditures variances
16. Performs special cost, trend, impact and other analysis.
17. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

<u>MINIMUM QUALIFICATIONS</u>:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Generally accepted accounting principles
Applicable federal, state, and local laws, codes, and regulations
Organization and Finance division policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, general ledger database, and other related software applications

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively both orally and in writing
Maintain and organize a variety of files, records, and logs
Plan and coordinate work requiring constant alertness and considerable mental attention
Work under frequent time pressures or deadlines
Supervise and motivate a diverse group of individuals
Research and resolve financial issues and problems
Analyze financial data with successful results
Prepare accurate and concise financial statements, reports and budgets
Establish and maintain good working relationships, both internally and externally with funding sources, banks, board of directors and auditors

Exercise good or independent judgment

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in accounting, business administration or related field
- Five (5) years of progressive financial accounting experience, including three (3) years of supervisory experience
- Financial accounting experience in a non-profit organization or governmental entity is preferred including familiarity with governmental accounting standards and regulations

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors
- Noise level is quiet to moderately quiet
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Assistant Director of Finance			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			X
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lauren W. Wright, Acting Business Manager

Date: May 31, 2017

Subject: *Agenda Item VI(h):* Updates to Procurement Procedures Manual – **Action Item**

The Office of Management and Budget's "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (commonly called "Uniform Guidance") was made effective December 2014. The Uniform Guidance outlines procurement standards that Non-Federal entities are to follow. Non-Federal entities were required to implement the new procurement standards when their first Federal funding was received after 12/26/2014.

To better align CAPK's Procurement Procedures Manual and CAPK's Accounting and Financial Policy Manual with the OMB's requirements, staff proposes revisions to the purchasing thresholds as outlined in the attachment following this memo.

Recommendation:

It is respectfully requested that the Board approve the proposed revisions to the purchasing thresholds and allow Staff to update the Procurement Procedures Manual, relevant forms, and the CAPK's Accounting and Financial Policy Manual to reflect these revisions.

Attachment: Proposed Revisions to Purchasing Thresholds

Proposed Revisions to Purchasing Thresholds

Current Purchasing Thresholds

- Purchases for Goods and Services up to $2,999.99 – One quote required
- Purchases for Goods and Services between $3,000.00 and $9,999.99 – Two quotes required
- Purchases for Goods and Services between $10,000.00 and $49,999.99 – Three quotes required
- Purchases for Goods and Services $50,000.000 or more – Sealed Bids or Requests for Proposals required
- Purchases for Construction and Major Renovations of $100,000.00 or More – Sealed Bids required

Proposed Purchasing Thresholds

- Purchases for Goods and Services up to $3,499.99 – One quote required
- Purchases for Goods and Services between $3,500.00 and $9,999.99 – Two quotes required
- Purchases for Goods and Services between $10,000.00 and $49,999.99 – Three quotes required
- Purchases for Goods and Services between $50,000.00 and $149,999.99 – Requests for Proposals or Requests for Quotes required
- Purchases for Goods and Services $150,000.000 or more – Sealed Bids required
- Purchases for Construction and Major Renovations of $150,000.00 or More – Sealed Bids required

Community Action Partnership of Kern

Memorandum

To: Board of Directors

From: Lauren W. Wright, Acting Business Manager

Date: May 31, 2017

Subject: Agenda Item VI(i): Leases for Head Start Locations – **Info Item**

At the previous Board meeting, multiple Head Start leases were addressed. Two of the leases were not approved during the meeting.

- **Faith Head Start: 1900 Faith Street, Bakersfield CA – 2,299 square feet**
  The lease extension for the Faith Head Start location was revised and the annual increase in rent was removed. Previously, the lease included a 0.10 per square foot annual increase which equaled an increase of $229.90.

  The lease was extended for an additional three years and the monthly rent amount agreed upon was $2,528.90 per month. The $2,528.90 per month rate was determined based off last year's rent plus one final increase of $229.90. The rental amount will not increase during the term of the extension and will remain at $2,528.90 per year. Since the aggregate amount was under the $200,000 threshold that requires Board approval, Executive Director, Jeremy Tobias, executed the agreement on behalf of CAPK.

- **Pacific and Owens Head Start: 1000 Pacific Street and 1505 Owens Street 3,712 square feet**
  At the last Board meeting, I requested the Pacific Street and Owens Street lease not be considered for approval as additional negotiations were in progress. The lease has since been renegotiated at a lesser monthly rent amount and the Lessor has agreed to use our form lease agreement. The new aggregate amount is under the $200,000 threshold that requires Board approval. The lease has been sent to the Lessor for review and execution.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
May 17, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Fred Plane called the meeting to order at 12:01 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Fred Plane, Marian Panos, Lorena Fernandez

Absent: None

Others present: Ralph Martinez, Director of Community Development; Carmen Segovia, Director of Health & Nutrition Services; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for May 17, 2017, with one change, moving the Outreach & Advocacy Report ahead of the Program Presentations. Carried by unanimous vote. (Panos/Fernandez).

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentations**

Program Managers Angie Nelson and Lois Hannible provided a joint presentation on their respective centers, Shafter Youth Center (SYC) and Friendship House Community Center (FHCC). Both centers provide a free After-School Program, with homework assistance, recreational activities, nutrition education, gardening activities, a computer lab and a healthy snack provided by CAPK Food Bank. The Kern County Superintendent of Schools (KCSOS) is now providing dinners for after-school program youth at the FHCC through their At-Risk Meals Program.

The two centers also serve as monthly food distribution sites for the CAPK Food Bank. Other programs at FHCC aimed to serve the at-risk population include Gang Prevention Program, Justice Assistance Grant Program (JAG), and the Pre-Employment Program (PREP Works). The Information & Education Program at the SYC serves teens ages 12-19 and focuses on preventing pregnancy, stopping the spread of sexually transmitted infections, and providing teens with decision making skills. Both centers offer Science Technology Engineering and Math (STEM) programs for youth. FHCC offers the Grow Fit Program, and SYC offers the Nutrition Education Obesity Prevention (NEOP) to combat childhood obesity.

Lorena Fernandez asked whether programs like Gang Prevention and JAG are available outside of Bakersfield, specifically in Lamont. She indicated that there is a great need for such services. Lois responded that the programs are not offered in Lamont at this time; however, the contract is up for renewal, and this may open up an opportunity to discuss whether the program can be expanded to other areas.

6. **New Business**

a. April 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item***

Four programs were promoted in April: Tax Day for VITA on April 18; The Barnes & Noble Book Fair on April 28-30; Give Big Kern on May 2; and the CAPK Humanitarian Awards Banquet & Fundraiser on May 18.

Louis thanked the Board for their participation with Give Big Kern. Although we did not win the opportunity drawing, we were one of a very small group of nonprofit organizations that can boast that we had 100% board participation. Over $6,500 was raised, which was three times greater than last donations received last year.

The recent Annual Letter Carriers Stamp Out Hunger Food Drive was held on the 2nd Saturday in May. In a joint effort with the Golden Empire Gleaners, the CAPK Food Bank was assigned three Post Office sites in metro Bakersfield, and received 26,378 pounds of food.

For the Annual CAPK Humanitarian Awards Banquet & Fundraiser, we raised a total of $67,301 in cash to date. An additional $7,832 was received for in-kind donations to cover ads, printing and radio ad time

b. April 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item***

- Volunteer Income Tax Assistance
- 2-1-1 Kern County
- East Kern Family Resource Center
- Shafter Youth Center
- Friendship House Community Center
- Food Bank
- Women, Infants and Children
- Energy
- Migrant Childcare Alternative Payment
- Central Kitchen
- Human Resources
- Operations
- Community Development – Grants & Research

Ralph provided a summary of program achievements and activities:

VITA program ended the regular tax season on April 18th, with a growth in the number of tax returns completed over last year. The office remains open on an appointment-only basis with 2 members on site, primarily for late filers, extensions, self-employed, and IRS referrals.

2-1-1 program fielded over 5,000 calls with over 3,500 coming from Kern County. The highest needs were for food, clothing, and housing. Staff also fielded almost 3,000 Energy & Weatherization calls and close to 400 VITA calls. Lorena Fernandez reported that there is a glitch with the phone lines, and two of her acquaintances were unable to get through after several attempts over a week Ralph stated that he will bring this issue to the 2-1-1 Program Manager and report back.

The East Kern Family Resource Center worked with the Kern County Department of Employment Development and Child Support to provide local access to the East Kern community.

CAPK Food Bank started the Senior Food Program and served 524 seniors. The goal is to serve more than 3,500 seniors ages 60 and over.

In April, Carmen Segovia and Susana Magana attended the Senate Bill hearing for SB 441 in Sacramento. The passing of this bill would increase the base amount for the Migrant Childcare Alternative Payment Program. The next hearing is scheduled in June 2017. If passed, the bill would raise the funding threshold from 17% to 22%.

HR staff planned a successful agency-wide Staff Development Day held on April 27th at Pioneer Village.

A committee will address the items identified in the recent IT Health Check that was performed by an outside consultant. IT is also working towards the implementation of Office 365 and providing training on Skype for our programs.

Community Development worked on the Strategic Plan, Organizational Standards and a Community Action Plan that is required by our Community Block Grant every two years.

Motion was made and seconded to approve the April 2017 Program and Division Reports. Carried by unanimous vote. (Panos/Fernandez).

c. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item***

- Target Distribution Center for Shafter Youth Center
- Target Distribution Center for CAPK Food Bank
- United Way of Kern County for CAPK Food Bank

Ralph highlighted two applications that were awarded. One was $20,000 from Wells Fargo, which was awarded in the fall of 2016 and put on hold, but have now been allocated with Board approval to expand on the PREP Works program with a financial literacy and savings component. The second was $2,000 from Rabobank for VITA. In regards to the three funding requests, if awarded, $2,500 from Target Distribution Center will provide art education to 30 low-income children ages 6-18 at the Shafter Youth Center. The second Target request is for $2,000 to fund the Backpack Buddies Program in Buttonwillow and Greenfield. The program will help alleviate child hunger by providing chronically hungry children with wholesome, nutritious, and ready-to-eat foods at times when other resources are not available. The third request is for United Way, who recently invited CAPK to apply for funding for the Emergency Food & Shelter Program. CAPK is requesting $100,000 to purchase food and fresh produce for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Panos/Fernandez).

d. Head Start / State Child Development April Enrollment Update and Meals Report – Erika Arias, ERSEA Manager – ***Action Item***

Erika reported on the April Head Start and State Child Development enrollment and meals served for April. Erika also reported that approval was received on May 17th to reduce the San Joaquin Early Head Start Grant Slots from 345 to 313.

Erika also reported that enrollment for children with disabilities for the Early Head Start Partnership is at 0% and CAPK staff is working with the Partnerships to provide them with training on how to prioritize children with disabilities to ensure they are being served.

Marian asked if there was any written documentation with the Partnerships, stating that CAPK has an obligation to obey enrollment regulations. Erika said that there is not a Program Manager currently overseeing the Partnerships but she will look into whether the regulations have been communicated in the agreement.

Staff will provide a response to Marian by the next meeting.

Motion was made and seconded to approve the Head Start / State Child Development April Enrollment Update and Meals Report. Carried by unanimous vote. (Panos/Fernandez).

e. 2017-2018 Recruitment and Selection Plan Summary of Changes – Erika Arias, ERSEA Manager – ***Action Item***

Erika reported that the Head Start Performance Standards require that each program revise the Recruitment and Selection Plan annually. A committee comprised of staff, parents and community partners meet to review our current plan, and make recommendations and vote on proposed implementations and provide feedback on the revisions once discussed. The 2017-2018 Recruitment and Selection Plan was revised in March 2017.

Marian expressed concerns regarding the priority standards and noted that she did not see Public Assistance listed as a priority standard. Erika explained that for the families that receive TANF (Temporary Assistance for Needy Families), they are income eligible because of the TANF.

Marian also questioned the point allocations out of concern that the current point values will not guarantee that the neediest children are being served. Marian suggested increasing the point values to the priority categories to ensure compliance with Federal Regulations.

Fred Plane recommended the Committee defer approval until next month to allow staff to revisit the point system and revise as appropriate.

7. **Committee Member Comments**

Lorena said that she participated in Head Start Performance Standards committee and said that the discussion was heated in regards to the point system. At the discussion, no one raised the question of the Federal regulations, and she agreed with Marian that this issue is worth re-evaluating.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, June 14, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 1:02 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** April 2017
Program/Work Unit: Outreach & Advocacy	**Total Staffing:** 3	**Program Manager/Supervisor:** Louis Medina
Services: *Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.*		

APRIL ACTIVITIES	
Date	**Activity**
All month long	• Promoted GIVE BIG KERN and CAPK's Humanitarian Awards Banquet & Fundraiser • Helped develop weekly communications to All Staff leading up to Staff Development Day at Pioneer Village • Encouraged the community to participate in the 2017 Community Needs Survey on social media and on our agency's website
Leading up to Tax Day	• VITA Promotion. Two weeks out, one week out Social Media Posts & Media Releases
April 1	• GIVE BIG KERN online giving portal opened
April 1	• Kiwanis One Day Garden Replanting and Resource Faire – Friendship House Community Center
April 5	• Met with KGET to design CAPK Banquet TV spot
Week of April 10	• Kern Business Journal published. The April/May issue featured a half-page ad advertising our Banquet and an Executive Profile of Jeremy Tobias.
April 13	• Several CAPK Staff attended Dr. Donna Beegle's Poverty Workshop hosted by the Kern County Network for Children
April 14	• GET Bus Resource Faire Downtown in partnership with CAPK and Self-Help Federal Credit Union
April 18	• Tax Day – Busy at CAPK VITA
April 18	• Give BIG Kern Press Conference at The Padre Hotel
April 25	• Give BIG Kern Countdown Mixer at The Padre Hotel
April 27	• Attended Greater Bakersfield Legal Assistance's Fair Housing Conference
April 27	• CAPK Staff Development Day – Photos, etc.
April 28 – 30	• Barnes & Noble Bookfair to benefit CAPK Head Start, WIC, East Kern Family Resource Center and Migrant Childcare Programs with books appropriate for children ages 0 to 5.
April 29	• CAPK VITA participated in Convoy of Hope Outreach to Veterans and the Low-Income Community

UPCOMING ACTIVITIES	
Date	**Activity**
May 2	• **Give BIG Kern**
May 18	• **CAPK Humanitarian Awards Banquet & Fundraiser** • **Third Thursday Downtown with the Downtown Business Association**

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** April 2017
Program/Work Unit: VITA	**Total Program Staffing**: 2 full-time staff	**Program Manager/Supervisor:** Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	**Description**	**Month**		**YTD**	
Tax Returns Completed	State & Federal		**901**		**4,639**
Refunds	Federal	$435,847		$3,935,134	
	Federal EITC*	$328,460		$3,215,460	
	Federal Total		**$764,307**		**$7,150,594**
	State	$96,258		$627,569	
	California EITC*	$28,404		$212,127	
	State Total		**$124,662**		**$839,696**
Total Credits & Refunds	**State & Federal**		**$888,969**		**$7,990,290**

Approx. 30% of tax payers claim Federal EITC, and approx. 12% of tax payers claim CA EITC

Other: The main tax season has ended as of April 18th, 2017. We continue to be open and continue to see tax payers, but on a limited basis. We are by appointment only during the off season. The returns that we do are based on extensions, self-employed, rental income, late filers, amended returns, previous years returns that were never done and referrals from the local IRS office.

We just had our season close-out with the Internal Revenue Service (IRS) on April 20th. Our e-file growth in 2017 was 9.66%, with a decrease of paper filed returns of 30.16%. Our overall reject rate was 6.3%. The maximum reject rate should be less than 10%. If a VITA location has a reject rate above 10%, they are subject to an IRS audit to find out why the reject rates are so high.

We had 1 physical site review done by IRS, in which we had a 100% accuracy rate. We also had 1 phone site review also with 100% accuracy rate.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** April 2017
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 16; 4 vacancies	**Program Manager/Supervisor:** Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	4,006	3,569	437 (11%)	7,624
Kings County	162	128	34 (21%)	*
Tulare County	548	421	97 (18%)	*
Mountain Valley (Mariposa and Merced Counties)	157	139	18 (11%)	*
Stanislaus County	773	683	90 (12%)	*
Total	5,646	4,940	706 (13%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

Most Requested Services	Food Pantries	Utility Assistance	Clothing/ Personal/Household Needs
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	2,726	14,631
Weatherization	Calls Routed through 2-1-1	249	1,037
Mental Health	Calls Answered	108	671
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,774	9,204
VITA	Calls Routed through 2-1-1	389	6,252

		Submitted	Approved	Pending
CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**7**	**1**	**5**

Outreach Activities	Outcomes
- Longfellow Elementary Resource Fair	Distributed 40 2-1-1 Kern informational cards.
- Grimmway Health & Benefits Fair	Distributed 200 2-1-1 Kern informational cards.
- Self-Help Food Distribution & Resource Fair	Distributed 75 2-1-1 Kern informational cards.
- Tiger Parent College and Resource Fair	Distributed 25 2-1-1 Kern informational cards.
- 5 Head Start & Home Base Parent Meetings	Distributed 100 2-1-1 Kern informational cards

Highlights:

- 2-1-1 Kern Program Manager participated in the 23rd Annual Latina Action Day in Sacramento. It was a great opportunity to learn how to advocate on behalf of the many services we provide and the communities we serve.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<table>
<tr><td colspan="2">Division/Director: Nutrition Services/Carmen Segovia</td><td>Month/Year: April 2017</td></tr>
<tr><td>Program/Work Unit: East Kern Family Resource Center</td><td>Total Program Staffing: 6</td><td>Program Manager/Supervisor: Whitney Hughes</td></tr>
<tr><td colspan="3">Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.</td></tr>
</table>

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response First 5 Kern School Readiness	15 2	100 7
Children participating in center-base program		1	25
Adults in Court-Mandated Parenting Classes		2	5
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	84	283
Emergency Supplies Closet and Other Services	Food (individuals)	15	53
	Clothing (individuals)	34	100
	Photocopies (individuals) HEAP Application Supporting Docs	264 52	953 255

Other: The EKFRC has made connections with the Employment Development Department and Kern County Department of Child Support to provide the community members local access to these agencies through our office.

Staffing: The First 5 Kern Case Manager position has been filled.

SCOMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** April 2017
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 3	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities	**Participants**	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	3 new	39
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2016) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	52	58
Open Basket Ball	20 – 45 per night	
United Farm Workers Foundation Information sessions for people in need of immigration services.	25	
STEM Program Sessions by Sylvan Learning Center teaching kids about Science, Technology, Engineering and Math. Instructors have been having lessons in computer lab learning about coding. Kids have recently been exposed to robotics and engineering with the use of legos and other structure building tools.	32	32

Other:

- Shafter Youth Center children enjoyed several field trips during spring break, including the Panorama Vista Preserve on April 12th, the Buena Vista Museum of Natural History on April 14th, and the Bakersfield Condors on April 15th.
- Shafter Youth Center partnered with Marley's Mutts on April 1st, 2017, to offer low-cost spay and neuter services for pets of Shafter's low income residents. 28 dogs received services.
- Shafter Youth Center will be a site for the CAPK Food Bank's new Senior Food Program on the 2nd Friday of the month from 9am – 11 am.
- SYC will be hosting a Creative Palette Fundraiser on Friday, May 19th at the Shafter Youth Center.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** April 2017
Program/Work Unit: Friendship House	**Total Program Staffing:** 6	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.	3	26
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.	34	55
Justice Assistance Grant (JAG) Program The JAG program provides Aggression Replacement Training (ART) at Stiern, Cato, and Compton Middle Schools, and provides additional JAG services at East High School.	29	52
Grow Fit Families Program Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	21
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.	0	18
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	440	1,626
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have the opportunity to gain paid work experience. Work sites include: Super Cuts, Tastries Bakery, Factory 2 U, Maria's Bridal, CAPK Food Bank, Fiesta Grocery Store (Wasco, CA).	40	122
Realignment for Success (Program will begin June 2017) Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.	0	0

Other:

- On April 12th 40 PREP Works Program participants attended the CAPK New Hire Orientation, and started their first day at work on April 17th as a part of the program's paid work experience. The 40 participants will receive 91 hours of paid work experience, funded by Starbucks and Wells Fargo.
- On April 15th After-School Program youth attended a hockey game at Rabobank Arena, courtesy of the Bakersfield Condors.
- On April 18th After-School Program youth visited CSUB for a campus tour and baseball game, courtesy of Michael McCarthy of the Boston Red Sox baseball team.
- On April 24th Kern County Superintendent of Schools (KCSOS) started including the FHCC in their At-Risk After School Meal Program, which provides the FHCC After-School Program youth with a dinner at no cost.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April 2017
Program/Work Unit: Food Bank	**Total Staffing**: 1y	**Program Manager/Supervisor:** Jaime Orona
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (MARCH 2017)	38,452	38,452
	Poundage Received all Programs	1,155,165	2,307,124
	TOTAL POUNDAGE DIST. ALL SITES	1,027,525	2,110,210
Drought Emergency Food Assistance (DEFAP)	Families Served	**3,596**	7,099
	Individuals Served	23,656	43,722
	Total Poundage Distributed	237,000	492,630
Food Sourcing	Donations Received: **95,983** pounds of produce & 8 different produce items. • Ag Against Hunger: Mixed greens • Bolthouse: Carrots • Fresno Food Bank: Tomatoes, and citrus • Target: Mixed produce • Wonderful Co: Citrus		
Food Drives :	• N/A		

Other:

- The Food Bank started the Senior Food Program otherwise known as the Commodity Supplement Food Program (CSFP) for seniors who are low-income and over 60 years of age. Since the Food Bank warehouse could not accommodate the additional inventory, off-site warehouse space was secured at 2250 Belle Terrace.
- CSFP held five distributions during the month of April and successfully distributed 30-pound boxes of non-perishable food to 524 seniors. For the month of May, CSFP staff is in the process of securing 14 more sites for a total of 19 in order to distribute 3,500 boxes by July 2017.
- CSFP staffing includes a program coordinator, a program assistant, and a warehouse specialists.
- Volunteers are scheduled to assist staff with building the food boxes at least twice a month at the Belle Terrace warehouse.
- The Food Bank Manager and Operations Supervisor visited the Modesto Food Bank to learn how they keep the CSFP inventory using Excel spreadsheets. The inventory system that the CAPK Food Bank currently uses does not meet the requirements to maintain the CSFP inventory.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April 2017
Program/Work Unit: WIC	**Total Program Staffing:** 80 staff, 2 vacancies	**Program Manager/Supervisor:** Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

			Participation 10/1/16 - 9/30/17			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services		**19,970**	**15817 – 79.2%**	**82%**	**77.3%**
Participation by WIC site	**Location**	**Participants**	**Location**		**Participants**	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	84	Mojave		144	
	Bakersfield		Oildale		453	
	Homeless Shelter	98	Ridgecrest		697	
	E. California Avenue	1643	Rosamond		689	
	Niles Street	2401	Shafter		1288	
	Montclair	407	Tehachapi		484	
	Friendship House	153	Wasco		1819	
	Panama	1096				
	Boron	33	San Bernardino County			
	Buttonwillow	87	Adelanto		1595	
	California City	718	Big Bear		282	
	China Lake Naval Station	*	Crestline		271	
			Needles		163	
	Delano	977	Phelan		107	
	Edwards Air Force Base	111				
	Lost Hills	163	Mobile WIC		19	

Projects

CAPK WIC promotes healthy eating habits for all age groups. This month 7 Nutritionists and the 7 Breast Feeding Peer Counselors attended the 2017 California WIC Association Annual Conference & Trade Show 4/9/17 – 4/12/17 in San Diego CA. The theme was “Engaging Families for Thriving Communities”. Participants attended seminars on a variety of topics including early childhood health, wellness, leadership, and increasing participation and outreach. The trade show included exhibits of WIC Vendors, nutrition education, and breastfeeding. The new WIC EBT system was introduced, which is supposed to be implemented by 2020.

Regional Breastfeeding Liaison Katherine Campos began an online Certified Lactation Educator (CLE) course, which includes lectures and assignments to increase knowledge of breast feeding. She began meeting with staff from community OB/GYN offices to assist in integrating breastfeeding education into the last 4 to 6 weeks of pregnancy. Tentative space, La Leche League (LLL) Leader and CLE is in place for the Arvin Breastfeeding Support Group.

Outreach Coordinator Mitchall Patel began expanding CAPK WIC presence on Facebook. Mitchall is working with Bakersfield College Human Resources Department to provide information about CAPK WIC to students and staff. He is working with Omni Family Health and United Farm Workers Foundation on information regarding immigration and public charge. He continues to attend community collaborative meetings and staffs health fairs throughout the county. CAPK Energy had an informational display in the Panama WIC Clinic.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** March & April 2017
Program/Work Unit: Energy	**Total Program Staffing:** 45, including 1 temp and 1 vacancy	**Program Manager/Supervisor:** Margaret Palmer (Acting)
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also installation of interim water tanks for low-income households affected by the drought.		

Activities	**Description**	**Status**	
		Households Served	
		Month	**YTD**
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016/2017)	Assistance with utility bill payments	1,263	9,541
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	49 2	765 127
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	31	531
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
5. Total Value of Services		**$699,021**	**$4,806,131**
		Results	
6. Energy calls received (from 2-1-1)		**3,975**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**628**	**132**
8. Number of LIHEAP applications Completed		563	81
9. Number of LIHEAP applications in Progress		65	51
10. Outreach	-FRC-Delano, Frazier park, Lake Isabella, and Mojave -WIC – 1900 E. Calif. Ave, Bkfld 4600 Panama Lane, Bkfld -Presentation at Casa Loma Elementary School -Enrollment at Spring View Apartments, 2801 Wible Rd., Bkfld -Enrollment at Palmacia Dr., Apts., 4400 Palmacia Dr., Bkfld	Distributed HEAP/Wx applications	
11.	Collaborative Meetings Attended	2	

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** April 2017*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17, *3 vacancies; Office Clerk, Subsidized Reimbursement Specialist, & Family Services Specialist (Merced)*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2016, to June 30, 2017. **This report is for the service month of March 2017, which was processed in the month of April 2017.*		

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	373	41%
	Tulare	194	21%
	Kings	81	9%
	Fresno	138	15%
	Madera	87	10%
	Merced	30	4%
	Total	**903**	**100%**

*Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Current Activities:

On 4/25/17 Carmen Segovia and Susana Magana attended the Senate Bill hearing for SB441 in Sacramento. The passing of this bill will have a positive impact to the MCAP program's base support reimbursement. The bill has passed in the first two hearings thus far and is currently in suspense. The next hearing will be scheduled in June 2017.

MCAP is working on the Program Self-Evaluation (PSE) mandated by the Department of Education in the month May. This year the report is due Thursday, June 1st, 2017.

Madera County Parent and Provider meetings were held 5/3/17. These meetings are to provide updated program information pertaining to the client's participation. The meetings also provide a forum for parents and providers to receive technical assistance on current program requirements. Staff worked an alternate work schedule; as these meetings are held in the evening.

As we approach the end of our fiscal year, we are at max enrollment. Staff has stopped all new enrollments, but continues to accept pre-applications for families in all counties to be enrolled in the month of June and to begin services at the start of the new fiscal year on July 1st.

The program is currently recruiting to fill the Family Services Specialist (FSS) position for the Merced satellite office. Through this transition our Madera FSS will be covering both Merced and Madera counties. Families will not experience any interruption of services.

Upcoming Activities:

On 6/13-6/15 Kern office staff will be traveling to Riverside County to conduct family re-certifications, a provider meeting and provider home visits. Kern office will be closed these days.

Parent and Provider meeting for Merced County are scheduled for 6/29/17.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April 2017
Program/Work Unit: Central Kitchen	**Staffing:** 25, including 2 subs	**Program Manager:** Lorenzo Maldonado

Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the H.S/E.H.S centers and Home Base locations.

- Total meals prepared are supported by the daily meal production sheets and food transport sheets.
- VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.

Activities	**Status**			
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Central Kitchen prepared for the HS/EHS centers	**68,541**	**22,550**	**23,553**	**22,438**
Home Base Meals	**442**	**119**	**242**	**81**
VIP Parent Café Meeting Meals	**1198**			
Summer Food Program Service				
Total	**70,181**	**22,669**	**23,795**	**22,519**

Other:

1. In April, all Food Production Drivers took an online Distracted Driving Awareness training and test. The Food Production Drivers all passed the test with an average score of 95% and all received a certificate of course completion. The training was sponsored by Philadelphia Insurance Company and was supervised by Central Kitchen's Dahlia Moreno.

2. April 26^{th} and 28^{th} the Central Kitchen provided lunches to pre-kindergarten classes to kick off a series of cafeteria experiences for the children who will be going to kindergarten. There are 5 more cafeteria experiences scheduled for the month of May.

3. On a monthly basis the Central Kitchen has to provide specialty food items for all of the children with dietary needs. The Central Kitchen staff has been up to the challenge in providing for these needs. The Central Kitchen staff has consistently produced recipes from scratch to provide healthy food items for those children with special needs. The Central Kitchen management would like to thank and acknowledge work and effort that staff put in to providing this service to the children served by CAPK programs.

4. In the month of April, the Central Kitchen had some challenges due to some of our vans' age and high mileage. However, the Central Kitchen has worked around the scheduled maintenance and mechanical repairs. Three of our eleven vans are in the shop for repairs. The mechanics at the Kern County Superintendent of Schools have done a great job in keeping our vans road worthy and have a quick turn-around to get the vans back on the road.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		**Month/Year:** April 2017
Program/Work Unit: HR/Payroll/Staffing	**Total Division Staffing**: 12	**Program Manager/Supervisor:** Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular Subs/Temps **Total Staff**	834 67 **901**	
New Hires	**All divisions and programs** Regular Subs/Temps **Total New Hires**	 12 44 **56**	 53 49 **102**
Leaves of Absence	Intermittent Leave Full-time Leave **Total on Leave**	86 27 **113**	
Terminations	**All divisions and programs** Voluntary Involuntary **Total Terminations**	 17 8 **25**	 47 17 **64**
Staffing	**Vacancy** **Total Applications Received**	31 **106**	**52** **537**
Payroll	**Total Hours Paid** **Total Payroll**	132,987 **$ 2,312,268**	

Projects	**Completed (last 6 months):** New Sick Leave Cash Out policy for full year employees, effective 1/1/17. Full-year attendance procedure approved and implemented 1/27/17. Employee Policy Manual Approved 2/22/17. Distributed and collected Acknowledgement Forms from all employees. SEIU Meet & Confer meetings - 8 Agency-Wide Staff Development Day held at Kern Pioneer Village 4/27/17. Friendship House – PREP Works Program Youth On-Boarding - 41 students

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** April 2017
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**Program Manager/Supervisor:** Lauren Wright (Acting)/Dan Ripoli/Bryon Vanderhoff/Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, and facility planning.		

		STATUS	
Activities	**Description**	**Received**	**Completed March 1, 2016 to Date**
Business Services			
Purchase Orders Processed		253	262
Contracts/Leases Processed		9	10
Request for Proposals (RFP)	• Glass Subcontractor – Energy • Maintenance Contractor – Multi Division • Temporary Staffing Agencies – Multi Division • E-Rate RFP (internet service providers MPLS Network)	In progress 2 Contracts Drafted 3 Contracts Drafted Bid Awarded	
Leases	• WIC – California Ave • Renew James St – WIC • Renew Niles St. - WIC • St John's Wasco Head Start • Taft School District – Head Start • Pacific/Owens Head Start • Renew Faith – Head Start	Renewal in Progress In progress In progress Lease Executed Lease Executed In negotiations Extension Drafted	
Contracts	• Renewal of pest control & landscaping contracts • Janitorial Service Contract • 6 Consulting and Training Agreements – Head Start	Extensions Drafted Contract Drafted Contracts Executed	
Maintenance & Operations		**Received**	**03/01/2016 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	5	91
Projects	• Primeros Pasos & Stine Toddler sinks • Head Start Sites – Install NOFI's • Install Card Access at Main doors of Home Base Office • San Diego – Install fencing at shed and roof • BPN roof leak and ceiling tile replacement • Re-Key various server rooms at multiple locations	In progress In progress Completed Completed Completed Completed	

Operations Division April 2017 Report – Continued

Information Technology		**Received**	**03/01/2016 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	210	2920
Projects	• CAPK infrastructure analysis and planning • Implement Office 365 password sync with CAPK active directory. • Train staff on use of Skype For Business • Deploying Windows Update Server • Deploying CEDS computer equipment	In progress In progress In progress In progress In progress	
Risk Management		**Reported**	**07/01/2016 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Non-Industrial (not work related) • Under Investigation	0 0 0 0 0 0	22 9 5 4 1 1
Property Incidents		0	3
Vehicle Incidents		0	2
Projects	• Risk Assessment • Earth Quake Evacuation – Identifying Area Safety Captains • Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	In Progress In Progress In Progress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** April 2017
Program/Work Unit: Grants & Research	**Total Staffing**: 3; 1 vacancy	**Program Manager/Supervisor:** Vacant

Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.

		Status	
Activities	**Description**	**In Progress**	**Submitted**
Grant Applications	• Target Distribution Center – Shafter Youth Center	X	
	• Target Distribution Center – Food Bank	X	
	• United Way of Kern County – Phase 34 Funding for Food Bank	X	
	• Enterprise Rent-A-Car – Technology Grant for Food Bank	X	
	• Kern Family Health Care – Senior Food Program – Food Bank		X
	• Friends of Mercy Foundation – Sister Phyllis Hughes Endowment – Emergency Supplies Closet – EKFRC		X
Potential Funding Opportunities – Research in Progress	• Best Buy Teen Technology Grant • Bank of the Sierra • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area • California Wellness Foundation		

Projects	**Description**
Strategic Plan 2016-2021	Goal groups are finalizing activities and strategies, based on feedback from the peer review process. Planning for mid-year update to Board of Directors.
Organizational Standards	• Executive Director Succession Plan – approved on 4/26/17 • CAPK Board Bylaws
Surveys	Working on reporting system for improvement areas based on analysis of survey results, to be presented to Division Directors and Executive Director.
2018-19 Community Action Plan	Conducting 2017 Community Needs Survey. Survey closes May 26, 2017. Public hearing on the first draft of the 2018-19 CAP Report (May 31st CAPK Board meeting) to be held at 5005 Business Park North.
Board Recruitment	Orientation for new Private Sector Representative Jim Childress. Reviewing application materials received for Low-Income Greater Bakersfield Representative. Potential candidate identified for Low-Income South Kern Representative.
Financial Capabilities TA	Completing Tool 3: Theory of Change. Next phase of Technical Assistance – Building the Team and Identifying Stakeholders.

Other: Staff is currently reviewing the Kern Food Policy Food System Assessment as prepared by the consultant from UC Davis.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - April 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	$ 223,315
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	$ 50,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	$ 209,094
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
2/8/2017 (PRE)	2/1/2017	Pacific Western Bank	VITA/ 2016 Tax Season	$ 10,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
3/22/2017 (B&F)	3/15/2017	Kaiser Permanente Southern California Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	$ 12,600
3/15/2017 (PRE)	**4/6/2017**	**Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs**	**EKFRC/ Emergency Supplies Closet**	**$ 5,000**
4/12/2017 (PRE)	**4/12/2017**	**Kern Family Health Care**	**Food Bank/ Senior Food Program**	**$ 2,000**

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - April 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	$ 85,000	$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	EKFRC/ Emergency Supplies Closet	$ 2,000	$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	$ 13,181	$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	$ 3,000	$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	$ 2,500	$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	$ 49,606	$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	$ 21,500	$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	$ 222,723	$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ BackPack Buddies - Lamont	$ 25,000	$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	$ 45,000	$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	$ 2,500	$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	$ 354,840	$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	$ 2,000	$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	$ 2,500	$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	$ 25,000	$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	$ 1,500	$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	$ 15,000	$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	$ 444,000	$ 252,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	2/10/2017	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	$ 50,000	$ 5,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	$ 2,500	$ 2,500	9/1/2016 - 6/30/2017
7/13/2016 (Exec)*	**8/10/2016**	**Wells Fargo**	**Community Development/ Financial Literacy & Savings Program**	**$ 30,000**	**$ 20,000**	**1/1/2017 - 12/31/2017**
12/14/2016 (Exec)	**4/4/2017**	**Rabobank Community Development Grant**	**VITA/ 2016 Tax Season**	**$ 4,500**	**$ 2,000**	**9/1/2016 - 6/30/2017**
				TOTAL	**$ 745,228**	

*Following Board approval on 4/26/17, funds from Wells Fargo will be used to support the Financial Literacy & Savings component of PREP Works Program at FHCC & SYC.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - April 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	$ 5,000
2/17/2016 (B&F)	*No response*	AstraZeneca	FHCC & SYC/Grow Fit Program	$ 175,198
6/22/2016 (B&F)	***No response***	**Best Buy Foundation**	**FHCC/Winners Program**	**$ 9,800**
9/21/2016 (B&F)	***No response***	**Dignity Health**	**FHCC & SYC/ Grow Fit Families Program**	**$ 73,800**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Museum on the Move

Funder Name: Target Distribution Center

Grant Program Name: Shafter Youth Center

Funding Period: 10/1/2017 – 9/30/2018

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Angelica Nelson

☒ ***New Funding***

☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is applying for $2,500 from the Target Distribution Center to provide 30 low-income, disadvantaged children ages 6 – 18 at the Shafter Youth Center (SYC) with art education. The Bakersfield Museum of Art (BMOA) "Museum on the Move" program is a hands-on enrichment program that brings fine arts to culturally isolated areas throughout Kern County. SYC participants will learn the fundamentals of drawing, painting, and sculpting, as well as facts about influential artists and art history. The program will provide students with positive avenues for self-exploration and expression and encourage them to look at themselves, their heritage, and their environment in new ways. Up to 17 classes will be provided to SYC participants.

B. *Use of Funds:*

The requested funds will be used for BMOA to provide the teachers and all art supplies for the classes. Also included are mileage costs for the teachers to travel from Bakersfield to SYC.

C. *Approvals:*

1. [signature]	4/24/17	3. Christine Anamé	4/27/17
Division Director	Date	Director of Finance	Date
2.		4. [signature]	5/1/17
Director of Community Development	Date	Executive Director	Date

D. *Board:*

☐ Policy Council Date: ____

☒ PRE Presentation Date: 5-17-17

☐ B&F Approval Date: ____

☐ Board Approval Date: ____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: BackPack Buddies
Funder Name: Target Distribution Center
Grant Program Name: CAPK Food Bank
Funding Period: 8/1/2017 – 6/30/2018

CFDA # N/A
Division Director: Carmen Segovia
Program Manager: Jaime Orona
☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is applying for $2,000 from the Target Distribution Center to assist the BackPack Buddies program in Buttonwillow and Greenfield. The program helps alleviate child hunger by providing chronically hungry and/or food-insecure children with wholesome, nutritious, and ready-to-eat foods at times when other resources are not available, such as during weekends and school breaks. The program will serve up to 110 children ages 6 to 12 who fit the profile of chronically hungry, qualify for free/reduced-price school meals, and live in food-insecure households (inconsistent access to adequate food) with 7 to 10 lbs. of kid-friendly, healthy and nutritious foods each week during the school year.

B. *Use of Funds:*

The requested funds will be used to purchase back packs for the participants; assist with the transportation costs to deliver the food to the school sites, and purchase school supplies for the children.

C. *Approvals:*

1. Carmen Segovia	4/20/17	3. Christine Anami	4/20/17
Division Director	Date	Director of Finance	Date
2. Ralph Martinez	4-20-17	4. [signature]	4/21/17
Director of Community Development	Date	Executive Director	Date

D. *Board:*

☐Policy Council Date: _____

☒PRE Presentation Date: 5-17-17

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Federal

Project Name: Food Procurement and Distribution

Funder Name: United Way of Kern County/
DHS: Emergency Food & Shelter- Phase 34

Grant Program Name: CAPK Food Bank

Funding Period: 4/1/2017 – 3/31/2018

CFDA # TBD

Division Director: Carmen Segovia

Program Manager: Jaime Orona

☐ ***New Funding***
☒ ***Re-Application***

A. *Narrative description of funding request, including goals:*

United Way of Kern County recently invited CAPK to submit an application for the Emergency Food and Shelter Program (EFSP-Phase 34) funding. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis that is not the immediate result of a natural or man-made disaster. The EFSP is funded by the Department of Homeland Security (DHS), and a 12-member Local Board distributes the funds to qualified nonprofit organizations working to reduce hunger and homelessness. United Way of Kern County is the administrative arm of the Local Board. CAPK is requesting $100,000 to be applied towards the procurement of food and fresh produce.

B. *Use of Funds:*

The $100,000 requested will be applied towards the purchase of food and fresh produce for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

C. *Approvals:*

1. Carmen Segovia 5-10-17
Division Director Date

2. [signature] 5-10-17
Director of Community Development Date

3. Christine Anami 5/10/17
Director of Finance Date

4. [signature] 5/10/17
Executive Director Date

D. *Board:*

☐ Policy Council
Date: ____

☒ PRE Presentation
Date: 5-11-17

☐ B&F Approval
Date: ____

☐ Board Approval
Date: ____

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** April 2017
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Jerry Meade/ Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	April 2017	2,041	2,046
Early Head Start Kern	April 2017	328	328
Early Head Start Partnership	April 2017	56	56
Early Head Start San Joaquin	April 2017	345	254
TOTAL Funded Enrollment		**2770**	**2,684**
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	11%
Early Head Start Kern	Identified as having an IFSP	10%	11%
Early Head Start Partnership	Identified as having an IFSP	10%	0%
Early Head Start San Joaquin	Identified as having an IFSP	10%	7%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		95%	

Meals Served								
Total Meals Requested				Meals Allocated			% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared		to: CACFP/USDA	to: HS/EHS		April 2016	April 2017
68,794	11,564	80,358		57,712	22,646		87%	82%

Other: We had 3 Centers with 100% attendance for April: California Street, Sterling, and Walnut Child Development Centers.

Total Division Staffing: Currently employed in Head Start: 579
Vacant Positions: 25
Currently out on Leave: 90

Program Updates: SJC has all of their centers licensed and open serving children. Once fully staffed, we will reach our enrollment goals.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Erika Arias, ERSEA Manager Erika Arias

Date: May 17, 2017

Subject: *Agenda Item 6e:* Summary of Changes to the 2017-2018 Recruitment and Selection Plan – Action Item

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Head Start Performance Standards require that each program revise the Recruitment and Selection Plan annually. This process requires a committee of staff, parents and community partners, when possible, to come together to review our current plan, make recommendations, and vote on proposed implementations and provide feedback on the revisions once discussed.

The 2017-2018 Recruitment and Selection Plan was revised in March 2017. The committee reviewed the new Head Start Performance Standards and made the following changes:

- Updated all regulatory and performance standard citations and references
- Revised categories of eligibility to align with new standards
- Changed EHS transition language to include priority into Head Start
- Included the Full Day Part Year option to point sheet
- Added additional points for children with and IEP/IFSP to point sheet
- Added additional points for children age eligible for Transitional Kindergarten to point sheet
- Revised definition of Teen Parent
- Omitted "current rent receipt" option for residential verification and replaced with Department of Human Services Documentation.

The process for selection remains unchanged. The point system in which the agency has identified as an effective process that ensures Head Start meets the needs of the neediest families in our community remains intact.

The Selection Criteria Verification Form, known as the "point sheet" which is used to place the applicant child on the waitlist to be selected in accordance with priority points was updated to support the above-mentioned changes (See Attached).

Recommendation

Staff recommends the CAPK Board of Director's PRE Committee approve the 2017-2018 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Attachments: 2017-2018 Selection Criteria Verification form

2017-2018 Selection Criteria Verification Form

Applicant Name**:** ____ DOB**:** ______________ Family Size: _____

Program (Circle One): EHS HS

Option (Circle One): HB PD FD FD/PY **Center/Educator Name:** ________________________________

"✓" Eligibility Type (Select only one):

- ☐ Homeless
- ☐ Foster Care
- ☐ Income Eligible
- ☐ Over Income

I have examined the following documents to determine eligibility:

☐ Public Assistance ☐ SSI ☐ 2016-Tax Form (1040/1040A)

☐ Pay Stub ☐ EDD (unemployment) ☐ Employer Statement

☐ Zero Income ☐ Foster Care ☐ Child Support

☐ W-2 ☐Other: ________________________________

Circle only one in each section **Circle all points that apply below**

Criteria	Points	Criteria	Points
Parental Status		**Other Factors (Circle all that apply)**	
Guardian	25	Disability (IEP/IFSP)	30
One Parent	20	In the absence of Childcare	25
Two Parent	15	Teen Parent	25
Income		Child on waitlist prior program year	25
75-100% Below Poverty	25	At-risk Pregnancy (EHS Home base only)	25
50-74% Below Poverty	20	First Pregnancy (EHS Home base only)	25
25-49% Below Poverty	15	Current or Former Military	25
0-24% Below Poverty	10	Medical Referral	20
101-130% Over Poverty	5	Social Service Referral	20
131% or more over poverty	0	Other Family Type	20
Age		Recipient of Public Assistance (TANF or SSI)	15
4 Year Olds	25	Parent works/attends school-FD Need	15
3 Year Olds	20	Sibling Enrolled with IEP/IFSP	10
Young 3 (after school cut off)	15	Transitional Kindergarten Eligible	5
Infant	20	Sibling Enrolled	5
Toddler	20	Parent has a concern with Speech /Language	5
Pregnant Woman	25	**Priorities**	
		Homeless	25
		Foster	20
		Transitioning (EHS to HS 3rd year enrollee)	15

"✓" Residential Verification:

☐ Department of Human Services Documentation ☐ Current Utility Bill

☐ Other: ______________________________

Is there a disability? ☐ Yes ☐ No

Documentation Present ☐ IEP ☐ IFSP

____ ______________________________

Printed name of staff verifying eligibility Position

____ ______________________________

Signature of staff verifying eligibility Date

Guidance for Completing the Selection Criteria Verification Form

Participant Name and DOB: the name and DOB that is on the child's birth certificate or other document used to verify legal name and age.
Family Size: the number of people in the family that is being counted to verify income eligibility.
Program: circle the program which the family is applying for- Early Head Start or Head Start.
Option: Circle the option that the family is applying for- HB is Home Base; PD is Part Day; FD is Full Day.
Center/Educator Name: Name of center location or Educator's name for which they're applying.
Eligibility Type: only one type of eligibility may be selected. Choose the one that is applicable.
Documents examined to determine eligibility: Select all that apply. If you viewed something not listed in the box, please indicate such in "other." Keep in mind, all documents used to determine eligibility MUST be attached to the application.
Parental Status: only one option may be selected.
Income: income points must be given for all participants, even those that are categorically eligible.
Age: select the classroom age of the child. If the child turns 4 years old, after the school cutoff date of September 2nd, the child is considered 3 years old. If the child turns 3 years old after the school cutoff date, the child is considered a young 3.
In Absence of Childcare: If the parent tells you they're going to lose their job if they do not have childcare, these points would be given.
Teen Parent: teen or adult who became parent at age 19 and under, including currently pregnant women.
Child on waitlist prior program year: these points are given to an applicant that was on the waitlist the previous year.
At-risk Pregnancy and First Pregnancy: are given to pregnant women applying for EHS Home Base only.
Current or Former Military: these points are given only when the family provides a DD214.
Medical Referral: points are issued only when we're provided with the medical referral from the physician.
Social Service Referral: these points are given when a social service agency provides a referral.
Other Family Type: these points are given to individuals taking care of a child that is not biological or adopted by the parent/guardian.
Recipient of Public Assistance (TANF or SSI): these points are given to individuals that provide documentation of being a current recipient of public assistance.
Parent Works/Attends School-FD Need: these points are issued to those applying for full day.
Sibling enrolled with IEP/IFSP: these points are given to children that already have a sibling enrolled with an IEP/IFSP.
Transitional Kindergarten Age Eligible: these points are issued if the child's date of birth indicates they would be eligible for transitional kindergarten during the program year. In Kern County, all districts are opening transitional kindergarten to those that turn 5 years old between September 2nd and December 1st.
Sibling Enrolled: these points are given to families that have one child enrolled and are applying for another.
Parent has a concern with Speech/Language: these are given when a parent expresses a speech concern.
Priorities: those that are considered categorically eligible such as homeless and foster, as well as children with disabilities. This also includes transitioning children and 3rd year enrollees.
Residential Verification: is proof of residency in Kern County.
Disability Documentation: a validated IEP/IFSP is required to be attached to give disability points.
Signature: staff member who verified eligibility must print and sign the Selection Criteria Verification Form.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
May 24, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Warren Peterson called the meeting to order at 12:12 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Warren Peterson, Ana Vigil

   Absent: Craig Henderson, Janea Benton

   Others Present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; Ralph Martinez, Director of Community Development; Yolanda Gonzales, Director of Head Start / State Child Development Director; Carmen Segovia, Director of Health & Nutrition; Michele Nowell, Director of Human Resources & Payroll; other CAPK staff

3. **Approval of Agenda**

   Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for May 24, 2017. Carried by unanimous vote. (Vigil/Peterson)

4. **Public Forum:**

   No one addressed the Committee.

5. **New Business**

   a. Application Status Report and Funding Requests -Ralph Martinez, Director of Community Development – ***Action Item***
      - Target Distribution Center for Shafter Youth Center
      - Target Distribution Center for CAPK Food Bank
      - United Way of Kern County for CAPK Food Bank

      Ralph Martinez reported that two funding applications were awarded; $20,000 from Wells Fargo to expand the PREP Works Program at the youth centers, and $2,000 from Rabobank for the VITA 2016 Tax Season. Ralph presented three funding requests: $2,500 from Target Distribution Center to support Museum on the Move program; $2,000 from Target Distribution Center to fund the Backpack Buddies; and $100,000 from United Way for the Emergency Food and Shelter Program for the CAPK Food Bank.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Vigil/Peterson)

b. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator ***– Info Item***

- Kern Head Start and Early Head Start Budget to Actual for the Period Ended February 28, 2017 - Final Year-End
- Kern Head Start and Early Head Start Budget to Actual for the Period Ended April 30, 2017
- San Joaquin Early Head Start Budget to Actual for the Period Ended April 30, 2017
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended April 30, 2017

Donna Holland reported that for the period ended February 28, 2017, the Kern Head Start and Early Head Start Personnel and Fringe Benefits line items exceeded budget due to increased staffing. Warren Peterson asked how we handle significant budget overages. Donna replied that we can make line item transfers from categories with surplus dollars to accommodate for the overages, as long as we don't surpass overall budget, which we aren't. We only cut costs that will not compromise the quality of service to children.

Warren asked what would happen if we were to overspend on the entire budget, and whether this has happened at CAPK. Jeremy replied that Discretionary funds could be used in the unlikely event that this happened and confirmed that we are not able to carryover the overages to the following year's budget. Christine Anami reported that the last time she can recall that happening was approximately 10 years ago.

For the Duration Grant start-up, CAPK was awarded funds to increase the number of scheduled hours for Head Start children to 1,020 per year. The award added $723,019 in operating and start-up funds to its federal funding. CAPK will request to carry over $505,783 in unexpected start-up funds to the next fiscal year.

We are two months into the Kern Head Start and Early Head Start Budget for the period ended February 28, 2018. Looking at the variances, we are currently 17% through the year. We are slightly over budget in contractual base funds due to costs that do not occur in monthly increments. We will have several months where we will not have these costs and they will balance out.

We are three months into the budget period for San Joaquin Early Head Start and expenditures in all categories are as expected.

We have completed 8 months of the EHS Childcare Partnerships grant and we are at 67% through the year. By the end of the year, it is anticipated that the personnel costs will be exceeded by $13,100. We anticipate that costs in the Contractual category will be under budget by $18,800 at year-end. We requested to carry over unexpended prior-year funds and was approved by the Office of Head Start.

c. Reorganization of Head Start Management Staff and Addition of One New Position – Yolanda Gonzales, Director of Head Start / State Child Development.

Yolanda Gonzales reported that she has been working with Jeremy regarding the board's recommendation for the restructure of the Head Start Program. This includes the creation of a new position, an Assistant Director of Grants Management. This position will be responsible for assisting the Director of Head Start / State Child Development in planning, organizing, guiding and controlling the overall grants management functions of the Division. This position will also work closely with the Director of Finance to ensure that we remain in compliance, and analyzing our budgets throughout the year. Yolanda presented a complete job description for the new position and organizational charts to demonstrate the proposed reorganization changes.

Warren asked about the required qualifications. Yolanda requested that the successful candidate have a Bachelor's degree in accounting, business administration, and 5 years of progressive financial accounting experience (preferably in the non-profit or government sector), including 3 years of supervisory experience. Warren asked if the board is required to approve the position and Jeremy confirmed that this information will be presented to the Board for their approval. Jeremy stated that there were agreed upon conditions from the last audit and the board suggested we reorganize and increase staff to ensure help was provided to Head Start Management and ensure compliance. Warren asked about the recruiting process and suggested a change in the requirements to allow individuals with equivalent experience without a degree the ability to apply.

Motion was made and seconded to approve the Reorganization of Head Start Management Staff and the Addition of One New Position, pending incorporation of the suggested change and full board approval. Carried by unanimous vote. (Vigil/Peterson)

6. **Finance Director Report**

a. Discretionary Fund Update – ***Info Item***

Director of Finance, Christine Anami updated the Committee on the Discretionary Fund balance for the month ended April 30, 2017. There was significant activity pertaining to the Awards Banquet. Expenditures were usual and customary. The Discretionary fund had an increase of $29,403 for the month of April, and as of today, the total funds for the Discretionary Fund is $450,906. The goal is to increase funds to $1 million to reduce dependency on Wells Fargo line of credit.

Warren asked, if we reach our Discretionary Fund goal and cancel our $1 million line of credit with Wells Fargo, will it hurt our relationship with Wells Fargo? Christine responded that she does not believe so due to the other deposits and transactions of approximately $55 million that annually are running through Wells Fargo.

b. Financial Statements, April 2017 – ***Action Item***

Christine Anami presented the Financial Reports with activity through April 30, 2017. Referencing page D1, Christine said that we did not have enough discretionary monies to be able to support the deficit cash position of the grants that are listed at the bottom group of page D1, so we used a $350,000 advance on our line of credit. With the $450,000 in the combined Discretionary and Fundraising, if we didn't have that, we would be looking at a line of credit advance of about $750,000 and Christine emphasized the importance to get the Discretionary Fund balance to our $1 million goal. Traditionally, the Grants listed in the bottom section of D1 are referred to Cost Reimbursement. The Agency has to disperse the cash prior to receiving any cash from the funding sources. Because reporting is quarterly, it delays our ability to receive cash more frequently. The Agency is advancing the 1st quarter of funding and at the end of the quarter, we prepare a report and request the cash to reimburse the Agency.

Analysis to date of where we are at with line of credit can be found on page C1 and includes the interest rate that Wells Fargo charges us to have this line of credit. Wells Fargo is committed to having $1 million available to us so we pay ¼ of a percent on a quarterly basis. The amount is based on what we do not borrow.

Other contents of the Financial Report demonstrate that we reconcile all 7 bank accounts in a timely manner. The importance is for us to know at any point in time where we are with our cash. We also look for fraudulent activity with our bank account. We also look at our bank accounts daily to know our cash position to make payments to vendors and to meet payroll obligations.

Christine referenced page H1, the monthly monitoring analysis for the State Department of Education Contract. Christine asked the program representative to provide greater detail to the committee. Jerry Mead reported that evaluation and review consists of monitoring how we are doing on a monthly basis and determine where we should be based on that point in the year. By February of this year, we recognized that we would not fully earn the CMIG contract. We looked at expanding the enrollment for children Enough to earn the full contract. In looking at the data, the children enrolled did not demonstrate need for full-day which created a shortfall for the contract. We further evaluated the centers in Lamont and Arvin and looked at the family income to verify that 50% of their annual income over the last 12 months comes from the field of agriculture to qualify for the grant. Not many met that qualification because of the drought and with the decline of agriculture work, parents had to find other sources of income. Through this process, we did find 7 or 8 children that qualified and were certified under the CMIG grant which resulted in increased revenue. As we balance the budget through the end of June, we will not meet the 100% earnings of the grant this year. We project that we will be at 87%. The State's expectation is for us to be at 95% so we will be a little shy of that expectation. The drought we believe affected the need element for state programs to qualify for the CMIG grant. Starting July 1, we will offer the CMIG option at any of our state facilities that have a full-day, full-year program option so we will not be limited to one center. We will monitor monthly and if it looks like we will over-earn the CMIG contract, we can always qualify those families under the CSPP contract.

Warren asked how it was determined that the drought affected the disqualification of some families. Jerry said that the responses are coming directly from interviews with the families. Due to loss of work due from the drought, the parents had to get other jobs. Many are still working in agriculture but have had to find other work to make ends meet, but they no longer met the 50% requirement of agriculture income to qualify for the grant.

Ana asked if you are looking at McFarland, Wasco and Delano. Jerry explained the CMIG grant is a 12-month program and there needs to be a full-day, full-year program to qualify.

Christine referenced the final document on page J1, the overall financial statements for CAPK through April 30, 2017. For an agency the size of CAPK, the minimum requirement for net assets is $10.5 million and we are at $11.7 million and we are in full compliance with our debt requirements.

We are still closing out our fiscal year that ended February 28, 2016, there will be an updated financial statement on page K1. We will continue to update until we are at the point we can say we are finished with the fiscal year. This document will be used by Brown Armstrong for the audit and they will render their opinion on our financial positon. Brown Armstrong is currently conducting their interim portion of the audit. They will be back in June and late September. We will receive their finalized report by November 30th which meets the 9-month requirement and filed with respective federal organizations.

Motion was made and seconded to approve the Financial Statements, April 2017.
Carried by unanimous vote. (Vigil/Peterson)

7. **Committee Member Comments**

No Comments were made.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, June 21, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 1:19 pm

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - April 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	$ 223,315
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	$ 50,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	$ 209,094
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
2/8/2017 (PRE)	2/1/2017	Pacific Western Bank	VITA/ 2016 Tax Season	$ 10,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
3/22/2017 (B&F)	3/15/2017	Kaiser Permanente Southern California Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	$ 12,600
3/15/2017 (PRE)	**4/6/2017**	**Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs**	**EKFRC/ Emergency Supplies Closet**	**$ 5,000**
4/12/2017 (PRE)	**4/12/2017**	**Kern Family Health Care**	**Food Bank/ Senior Food Program**	**$ 2,000**

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - April 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	$ 85,000	$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	EKFRC/ Emergency Supplies Closet	$ 2,000	$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	$ 13,181	$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	$ 3,000	$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	$ 2,500	$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	$ 49,606	$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	$ 21,500	$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	$ 222,723	$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ BackPack Buddies - Lamont	$ 25,000	$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	$ 45,000	$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	$ 2,500	$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	$ 354,840	$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	$ 2,000	$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	$ 2,500	$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	$ 25,000	$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	$ 1,500	$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	$ 15,000	$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	$ 444,000	$ 252,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	2/10/2017	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	$ 50,000	$ 5,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	$ 2,500	$ 2,500	9/1/2016 - 6/30/2017
7/13/2016 (Exec)*	**8/10/2016**	**Wells Fargo**	**Community Development/ Financial Literacy & Savings Program**	**$ 30,000**	**$ 20,000**	**1/1/2017 - 12/31/2017**
12/14/2016 (Exec)	**4/4/2017**	**Rabobank Community Development Grant**	**VITA/ 2016 Tax Season**	**$ 4,500**	**$ 2,000**	**9/1/2016 - 6/30/2017**
				TOTAL	**$ 745,228**	

*Following Board approval on 4/26/17, funds from Wells Fargo will be used to support the Financial Literacy & Savings component of PREP Works Program at FHCC & SYC.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - April 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	$ 5,000
2/17/2016 (B&F)	*No response*	AstraZeneca	FHCC & SYC/Grow Fit Program	$ 175,198
6/22/2016 (B&F)	***No response***	**Best Buy Foundation**	**FHCC/Winners Program**	**$ 9,800**
9/21/2016 (B&F)	***No response***	**Dignity Health**	**FHCC & SYC/ Grow Fit Families Program**	**$ 73,800**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Museum on the Move

Funder Name: Target Distribution Center

Grant Program Name: Shafter Youth Center

Funding Period: 10/1/2017 – 9/30/2018

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Angelica Nelson

☒ ***New Funding***

☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is applying for $2,500 from the Target Distribution Center to provide 30 low-income, disadvantaged children ages 6 – 18 at the Shafter Youth Center (SYC) with art education. The Bakersfield Museum of Art (BMOA) "Museum on the Move" program is a hands-on enrichment program that brings fine arts to culturally isolated areas throughout Kern County. SYC participants will learn the fundamentals of drawing, painting, and sculpting, as well as facts about influential artists and art history. The program will provide students with positive avenues for self-exploration and expression and encourage them to look at themselves, their heritage, and their environment in new ways. Up to 17 classes will be provided to SYC participants.

B. *Use of Funds:*

The requested funds will be used for BMOA to provide the teachers and all art supplies for the classes. Also included are mileage costs for the teachers to travel from Bakersfield to SYC.

C. *Approvals:*

1. [signature] 4-24-17
Division Director — Date

2. ______
Director of Community Development — Date

3. Christine Anami 4/27/17
Director of Finance — Date

4. [signature] 5/1/17
Executive Director — Date

D. *Board:*

☐ Policy Council Date: ____

☒ PRE Presentation Date: 5-17-17

☐ B&F Approval Date: ____

☐ Board Approval Date: ____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: BackPack Buddies

Funder Name: Target Distribution Center

Grant Program Name: CAPK Food Bank

Funding Period: 8/1/2017 – 6/30/2018

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Jaime Orona

☒ ***New Funding***

☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is applying for $2,000 from the Target Distribution Center to assist the BackPack Buddies program in Buttonwillow and Greenfield. The program helps alleviate child hunger by providing chronically hungry and/or food-insecure children with wholesome, nutritious, and ready-to-eat foods at times when other resources are not available, such as during weekends and school breaks. The program will serve up to 110 children ages 6 to 12 who fit the profile of chronically hungry, qualify for free/reduced-price school meals, and live in food-insecure households (inconsistent access to adequate food) with 7 to 10 lbs. of kid-friendly, healthy and nutritious foods each week during the school year.

B. *Use of Funds:*

The requested funds will be used to purchase back packs for the participants; assist with the transportation costs to deliver the food to the school sites, and purchase school supplies for the children.

C. *Approvals:*

1. Carmen Segovia 4/20/17
Division Director — Date

2. Ralph Martinez 4-20-17
Director of Community Development — Date

3. Christine Anami 4/20/17
Director of Finance — Date

4. [signature] 4/21/17
Executive Director — Date

D. *Board:*

☐ Policy Council Date: _____

☒ PRE Presentation Date: 5-17-17

☐ B&F Approval Date: _____

☐ Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Federal

Project Name: Food Procurement and Distribution

Funder Name: United Way of Kern County/
DHS: Emergency Food & Shelter- Phase 34

Grant Program Name: CAPK Food Bank

Funding Period: 4/1/2017 – 3/31/2018

CFDA # TBD

Division Director: Carmen Segovia

Program Manager: Jaime Orona

☐ ***New Funding***
☒ ***Re-Application***

A. *Narrative description of funding request, including goals:*

United Way of Kern County recently invited CAPK to submit an application for the Emergency Food and Shelter Program (EFSP-Phase 34) funding. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis that is not the immediate result of a natural or man-made disaster. The EFSP is funded by the Department of Homeland Security (DHS), and a 12-member Local Board distributes the funds to qualified nonprofit organizations working to reduce hunger and homelessness. United Way of Kern County is the administrative arm of the Local Board. CAPK is requesting $100,000 to be applied towards the procurement of food and fresh produce.

B. *Use of Funds:*

The $100,000 requested will be applied towards the purchase of food and fresh produce for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

C. *Approvals:*

1. Carmen Segovia	5-10-17	3. Christine Anami	5/10/17
Division Director	Date	Director of Finance	Date
2. [signature]	5-10-17	4. [signature]	5/10/17
Director of Community Development	Date	Executive Director	Date

D. *Board:*

☐ Policy Council Date: ____	☒ PRE Presentation Date: 5-17-17	☐ B&F Approval Date: ____	☐ Board Approval Date: ____

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b*: Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended February 28, 2017
Final Year-End Report - Info Item

Date: May 24, 2017

The following are highlights of the Final Head Start/Early Head Start Budget to Actual Report for the 12-month period March 1, 2016 through February 28, 2017.

Base Funds

Personnel & Fringe Benefits

- Head Start costs exceeded the budget by $126,811 (1% of budget);
- Early Head Start costs exceeded the budget by $350,554 (14%).

Travel

Costs in this category were incidental to training and technical assistance (T&TA) objectives that were in excess of T&TA funding.

- Head Start costs were $19,323;
- Early Head Start costs were $5,720.

Equipment

CAPK purchased two of the four vehicles originally budgeted, thus realizing savings in the amount of $60,399 in Early Head Start.

Supplies

In both Head Start and Early Head Start, actual costs were less than budgeted. The savings were used to offset overages in other cost categories. Services to children were not adversely affected by these savings.

- Head Start realized savings in the amount of $413,242, or 40% of budget;
- Early Head Start realized savings in the amount of $241,288, or 52% of budget.

Contractual

In both Head Start and Early Head Start, costs for software support/maintenance and legal services related to union issues exceeded the budget.

- Head Start costs were $36,849 over budget (57%);
- Early Head Start costs were $2,634 over budget (21%).

Other

Of the many types of costs in this category, the variance in actual cost compared to budget were primarily due to the following:

- In Head Start, the cost of preparing the new Wesley Child Development Center for licensing was not included in the budget. Additionally, the budgeted cost of support for the Central Kitchen was underestimated. Overall, costs exceeded budget by $387,034 (12%);

- In Early Head Start, costs budgeted for facility repair and maintenance were overestimated. Overall, savings in the amount of $93,894 were realized.

Training & Technical Assistance Funds
Head Start is 100% expended; Early Head Start has an unexpended balance of $32.

Duration Grant
CAPK was awarded funds to increase the duration of hours of planned services for its Head Start program. This award added $723,019 in operating and start-up funds to its federal funding. The operating portion was prorated to 3 months, and was expended for the purposes intended. CAPK will request to carry over $505,783 in unexpended start-up funds to the next fiscal year.

Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2016 - February 28, 2017
Report Period: March 1, 2016 - February 28, 2017 - Final Year-End
Month 12 of 12 (100%)

Prepared 05/15/2017

	HEAD START					EARLY HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,246,395	10,093,198	153,197	99%	1%	1,869,515	2,175,556	(306,041)	116%	-16%
FRINGE BENEFITS	3,080,648	3,360,656	(280,008)	109%	-9%	560,855	605,368	(44,513)	108%	-8%
TRAVEL	0	19,323	(19,323)			0	5,720	(5,720)		
EQUIPMENT	0	0	0			120,000	59,601	60,399	50%	50%
SUPPLIES	1,037,719	624,477	413,242	60%	40%	464,862	223,574	241,288	48%	52%
CONTRACTUAL	64,750	101,599	(36,849)	157%	-57%	12,250	14,884	(2,634)	121%	-21%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,161,984	3,549,018	(387,034)	112%	-12%	545,592	451,698	93,894	83%	17%
INDIRECT	1,879,907	1,718,184	161,723	91%	9%	376,920	343,098	33,822	91%	9%
TOTAL BASE FUNDING	**19,471,403**	**19,466,454**	**4,949**	**100%**	**0%**	**3,949,994**	**3,879,498**	**70,496**	**98%**	**2%**
TRAINING & TECHNICAL ASSISTANCE										
PERSONNEL	0	0	0			0	(59)	59		
FRINGE BENEFITS	0	0	0			0	715	(715)		
TRAVEL	19,322	25,348	(6,026)	131%	-31%	34,690	19,276	15,414	56%	44%
SUPPLIES	22,797	16,456	6,341	72%	28%	16,152	24,896	(8,744)	154%	-54%
CONTRACTUAL	18,485	7,706	10,779	42%	58%	11,689	12,204	(515)	104%	-4%
OTHER	70,211	82,682	(12,471)	118%	-18%	24,773	31,134	(6,361)	126%	-26%
INDIRECT	14,535	13,157	1,378	91%	9%	9,700	8,806	894	91%	9%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**145,350**	**0**	**100%**	**0%**	**97,004**	**96,972**	**32**	**100%**	**0%**
DURATION GRANT START-UP										
EQUIPMENT	120,000	0	120,000	0%	100%					
SUPPLIES	199,700	23,790	175,910	12%	88%					
OTHER	174,802	0	174,802	0%	100%					
INDIRECT	37,450	156	37,294	0%	100%					
TOTAL TRAINING & TECHNICAL ASSISTANCE	**531,952**	**23,945**	**508,007**	**5%**	**95%**					
GRAND TOTAL HS/EHS FEDERAL FUNDS	**20,148,705**	**19,635,749**	**512,956**	**97%**	**3%**	**4,046,998**	**3,976,470**	**70,528**	**98%**	**2%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	3,275,940	(470,579)	117%	-17%
IN-KIND	3,243,566	2,773,330	470,236	86%	14%
TOTAL NON-FEDERAL	**6,048,927**	**6,049,270**	**(343)**	**100%**	**0%**

Centralized Administrative Cost	7.0%
Program Administrative Cost	2.9%
Total Administrative Cost	**9.9%**

Budget reflects Notice of Award #09CH9142-03-03

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To:	Budget & Finance Committee
From:	Donna Holland, Fiscal Administrator
Subject:	*Agenda Item 5b*: Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended April 30, 2017 - Info Item
Date:	May 24, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the 2-month period March 1, 2017 through April 30, 2017.

Base Funds

Expenditures in all categories are as expected at this point in the budget period:

- Head Start **Contractual** expenditures include costs for child outcomes analyses that occur 3 times per year;
- Early Head Start **Supplies** are purchased at intervals throughout the year, rather than monthly.

Base and Training & Technical Assistance Funds

Expenditures in all categories are as expected at this point in the budget period:

- Head Start **Travel** and **Contractual** expenditures are incurred at intervals throughout the year, rather than monthly;
- The costs of planned training events for Early Head Start will occur later in the budget period.

Duration Grant

CAPK was awarded funds to increase the duration of hours of planned services for its Head Start program. The funds for this budget period will be awarded at a later date. The portion of prior-year funds that were not obligated by February 28, 2017 will be carried over to the current budget period. This amount is estimated to be $505,783, and will be used for the purpose of start-up activities (e.g., supplies, maintenance and repair for three additional classrooms; playground shade and surface at two new locations).

Non-Federal Share

With 17% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 27% of budget.

- California Department of Education
  Actual and estimated non-federal revenues through April 2017 are at 28% of budget.

- In-Kind
  Year-to-date in-kind is at 25% of budget.

The six centers with the highest percentage of goal met were Sunrise Villa, Roosevelt, Fairfax, Heritage Park; Martha J. Morgan and Vineland were tied. Of 45 centers and groups, 38 met or exceeded 17% of goal.

Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2017 - February 28, 2018
Report Period: March 1, 2017 - April 30, 2017
Month 2 of 12 (17%)

Prepared 05/15/2017

	HEAD START					EARLY HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,995,228	1,565,577	8,429,651	16%	84%	2,127,767	259,729	1,868,038	12%	88%
FRINGE BENEFITS	2,992,014	482,359	2,509,655	16%	84%	638,330	97,390	540,940	15%	85%
TRAVEL	0	0	0			0	0	0		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,026,270	179,557	846,713	17%	83%	376,583	26,436	350,147	7%	93%
CONTRACTUAL	47,110	12,950	34,160	27%	73%	23,390	2,000	21,390	9%	91%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,523,700	477,266	3,046,434	14%	86%	429,129	51,103	378,026	12%	88%
INDIRECT	1,696,014	261,847	1,434,167	15%	85%	354,795	33,510	321,285	9%	91%
TOTAL BASE FUNDING	**19,280,336**	**2,979,556**	**16,300,780**	**15%**	**85%**	**3,949,994**	**470,168**	**3,479,826**	**12%**	**88%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	19,322	10,090	9,232	52%	48%	39,954	1,643	38,311	4%	96%
SUPPLIES	20,812	3,046	17,766	15%	85%	9,981	499	9,482	5%	95%
CONTRACTUAL	18,485	0	18,485	0%	100%	15,689	0	15,689	0%	100%
OTHER	73,517	9,825	63,692	13%	87%	22,561	1,968	20,593	9%	91%
INDIRECT	13,214	2,282	10,932	17%	83%	8,819	409	8,410	5%	95%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**25,243**	**120,107**	**17%**	**83%**	**97,004**	**4,518**	**92,486**	**5%**	**95%**

DURATION GRANT CARRYOVER (FORMERLY "START-UP") pending Federal approval

EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
OTHER	0	0	0		
INDIRECT	0	0	0		
TOTAL TRAINING & TECHNICAL ASSISTANCE	**0**	**0**	**0**		

GRAND TOTAL HS/EHS FEDERAL FUNDS	**19,425,686**	**3,004,799**	**16,420,887**	**15%**	**85%**	**4,046,998**	**474,686**	**3,572,312**	**12%**	**88%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,818,027	797,382	2,020,645	28%	72%
IN-KIND	3,050,144	773,668	2,276,476	25%	75%
TOTAL NON-FEDERAL	**5,868,171**	**1,571,050**	**4,297,121**	**27%**	**73%**

Centralized Administrative Cost	3.2%
Program Administrative Cost	1.5%
Total Administrative Cost	**4.7%**

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH9142-04-00)
Actual expenditures include posted expenditures and estimated adjustments through 04/30/2017.

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90	CREDITS	TOTAL	STATEMENT DATE
Bank of America	30,090						**30,090**	4/21/2017
Lowe's	2,907	91					**2,998**	4/25/2017
Save Mart	2,591						**2,591**	4/30/2017
Smart & Final	142						**142**	4/30/2017
Chevron & Texaco Business Card	7,943						**7,943**	5/5/2017
Home Depot	12,769	450					**13,219**	5/5/2017
	56,442	**541**	**0**	**0**	**0**	**0**	**56,983**	

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2017 through February 28, 2018
Report for period ending April 2017 (Month 2 of 12)

Percent of year elapsed: **17%**

LOCATION	FUNDED ENROLL-MENT	March	April	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Sunrise Villa	34	17,097	12,638	29,735	44,349	67%
Roosevelt	34	11,919	10,291	22,210	44,349	50%
Fairfax	40	14,732	11,173	25,904	52,175	50%
Heritage Park	34	11,280	9,966	21,245	44,349	48%
Martha J. Morgan	83	27,956	20,031	47,987	108,264	44%
Vineland	20	7,955	3,530	11,485	26,088	44%
Planz	34	10,632	7,136	17,769	44,349	40%
Faith Avenue	34	12,722	4,502	17,224	44,349	39%
McFarland	20	5,056	4,732	9,788	26,088	38%
Stella Hills	34	9,153	7,170	16,323	44,349	37%
Rosamond	75	20,393	13,602	33,995	97,829	35%
San Diego Street	48	11,089	10,569	21,658	62,610	35%
Alberta Dillard	68	16,425	13,550	29,975	88,698	34%
Virginia	34	9,521	5,423	14,944	44,349	34%
Williams	34	8,701	6,053	14,754	44,349	33%
Lamont	34	9,115	5,367	14,482	44,349	33%
Pioneer	34	8,234	6,114	14,348	44,349	32%
Casa Loma	34	8,981	5,219	14,200	44,349	32%
Oildale	34	9,172	5,009	14,181	44,349	32%
Franklin	24	5,953	3,446	9,399	31,305	30%
Tehachapi	34	8,195	4,728	12,923	44,349	29%
Alicante	34	8,933	3,798	12,731	44,349	29%
Cleo Foran	34	7,624	4,970	12,594	44,349	28%
Taft	54	12,268	6,719	18,987	70,437	27%
Noble	34	7,130	4,174	11,303	44,349	25%
Rafer Johnson	34	7,010	4,231	11,241	44,349	25%
Sterling	103	19,308	11,956	31,264	134,352	23%
East California	70	13,042	7,973	21,015	91,307	23%
Shafter HS/EHS	36	5,894	4,599	10,493	46,958	22%
California City	34	7,464	2,249	9,713	44,349	22%
Willow	72	11,499	8,671	20,170	93,916	21%
Seibert	34	4,457	4,577	9,033	44,349	20%
Primeros Pasos	76	13,509	6,277	19,786	99,133	20%
Pacific	62	9,674	6,281	15,955	80,872	20%
Stine Road	123	16,349	14,862	31,211	160,439	19%
Fairview	34	4,785	3,263	8,047	44,349	18%
Mojave	34	5,884	2,133	8,017	44,349	18%
Home Base	249	16,269	11,679	27,948	162,396	17%
Wesley	60	8,278	4,304	12,581	78,263	16%
Shafter	34	4,207	2,625	6,832	44,349	15%
Oasis	60	5,994	5,894	11,888	78,263	15%
Pete H. Parra	148	17,555	9,250	26,805	193,049	14%
Delano	90	10,715	4,556	15,271	117,395	13%
Lost Hills	20	3,195	74	3,269	26,088	13%
Buttonwillow	20	2,615	164	2,779	26,088	11%
Administrative Services		0	0	0	0	NA
Program Services		0	0	0	69,535	0%
Policy Council and RPC		125	78	203	52,917	0%
SUBTOTAL IN-KIND	**2,369**	**468,062**	**305,606**	**773,668**	**3,050,144**	**25%**
State General Child Care*		122,967	102,229	225,197	929,949	24%
State Preschool*		311,431	230,967	542,398	1,718,996	32%
State Migrant Child Care*		14,552	15,236	29,788	169,082	18%
SUBTOTAL CA DEPT of ED		**448,950**	**348,432**	**797,382**	**2,818,027**	**28%**
GRAND TOTAL		**917,012**	**654,038**	**1,571,050**	**5,868,171**	**27%**

*May include estimates

Community Action Partnership of Kern
Memorandum

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b*: San Joaquin Early Head Start Budget to Actual Report for the Period Ended April 30, 2017 - Info Item

Date: May 24, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through April 30, 2017.

Base Funds

Expenditures in all categories are as expected at this point in the budget period.

Base and Training & Technical Assistance Funds

Overall expenditures are less than 25%; however, staff have training events planned throughout the budget period which will fully expend these funds by year-end (January 31, 2018).

Non-Federal Share

With 25% of the budget period elapsed, total Non-Federal Share is at 12% of budget. Staff have identified specific areas of training to assist San Joaquin with improving in-kind documentation and maximizing volunteer opportunities. Training is tentatively scheduled to take place in June.

Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report

Budget Period: February 1, 2017 - January 31, 2018

Report Period: February 1, 2017 - April 30, 2017

Month 3 of 12 (25%)

Prepared 05/15/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,065,456	611,452	2,454,004	20%	80%
FRINGE BENEFITS	762,444	179,992	582,452	24%	76%
TRAVEL	20,232	3,926	16,306	19%	81%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	41,626	100,399	29%	71%
CONTRACTUAL	5,000	128	4,872	3%	97%
CONSTRUCTION	0	0	0		
OTHER	524,403	152,906	371,497	29%	71%
TOTAL	**4,519,560**	**990,031**	**3,529,529**	**22%**	**78%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	14,475	1,517	12,958	10%	90%
SUPPLIES	16,404	1,143	15,261	7%	93%
CONTRACTUAL	19,823	0	19,823	0%	100%
OTHER	23,005	4,651	18,354	20%	80%
TOTAL	**73,707**	**7,311**	**66,396**	**10%**	**90%**
INDIRECT	484,974	95,363	389,611	20%	80%
GRAND TOTAL EHS FEDERAL FUNDS	**5,078,241**	**1,092,705**	**3,985,536**	**22%**	**78%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,269,560	149,702	1,119,858	12%	88%
TOTAL NON-FEDERAL FUNDS	**1,269,560**	**149,702**	**1,119,858**	**12%**	**88%**

Centralized Administrative Cost	7.7%
Program Administrative Cost	1.7%
Total Administrative Cost	**9.4%**

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH010071-03-00)

Actual expenditures include posted expenditures and estimated adjustments through 04/30/2017

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind
Budget Period: February 1, 2017 through January 31, 2018
Report for period ending April 2017 (Month 3 of 12)

Percent of year elapsed: 25%

LOCATION	FUNDED ENROLL-MENT	Feb	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,607	3,791	7,398	30,427	24%
California Street	24	11,719	12,634	24,352	121,710	20%
Home Base - Stockton	67	13,421	16,503	29,924	169,886	18%
Home Base - Tracy	12	2,053	2,522	4,574	30,427	15%
Home Base - Lodi	44	6,975	8,762	15,736	111,567	14%
4th Street	24	8,398	8,489	16,887	121,710	14%
Chrisman	30	8,771	9,937	18,827	152,137	12%
Walnut	22	2,084	10,749	12,833	111,567	12%
St. Mary's	16	2,627	4,100	6,779	81,140	8%
Lodi UCC	30	5,167	4,343	9,510	152,137	6%
Kennedy	16	1,654	924	2,578	81,140	3%
Gianone	16	0	0	0	81,140	0%
Administrative Services		0	0	0	0	
Program Services		80	0	80	21,858	0%
Policy Council		199	25	224	2,713	8%
SUBTOTAL IN-KIND	**313**	**66,752**	**82,780**	**149,702**	**1,269,560**	**12%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b* : Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended April 30, 2017 - Info Item

Date: May 24, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through April 30, 2017.

Base Funds

Personnel and Fringe Benefits costs are slightly high through the first 8 months of the budget period. Staff conducted a review of costs allocated to the grant, and updated its roster of employees who materially support the objectives of the EHS Child Care Partnership. This will result in more reasonable cost with no negative effects on the program and its services. Staff estimate that costs will exceed the budget by $13,100 at year-end (August 31, 2017).

Supplies will be fully expended by year-end.

Staff estimate that costs in the **Contractual** category will be under budget by $18,800 at year-end. This is due to temporary under-enrollment of children, and the resulting decreased payment to contractors providing the child care services.

At this time, staff estimate that costs in the **Other** category may be under budget by $2,700 at year-end.

Total costs overall are on target at this point in the budget period.

Carryover Funds

CAPK's request to carry over unexpended prior-year funds was approved by Office of Head Start. Base funds in the amount of $315,000 ($298,333 direct and $16,667 indirect) and Training & Technical Assistance funds in the amount of $47,000 ($42,727 direct and $4,273 indirect) have been incorporated into the budget column of the report.

Training & Technical Assistance (T&TA)

Overall expenditures are under 67% of budget; staff expect to fully expend these funds by year-end.

Non-Federal Share

With 67% of the year elapsed, total Non-Federal Share is at 67%.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report

Budget Period: September 1, 2016 - August 31, 2017
Report Period: September 1, 2016 - April 30, 2017
Month 8 of 12 (67%)

Prepared 05/15/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	96,287	25,958	79%	21%
FRINGE BENEFITS	28,705	22,536	6,169	79%	21%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	736	914	45%	55%
CONTRACTUAL	459,322	283,310	176,012	62%	38%
CONSTRUCTION	0	0	0		
OTHER	9,990	5,377	4,613	54%	46%
TOTAL BASE FUNDING	**621,912**	**408,246**	**213,666**	**66%**	**34%**

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	115,000	0	115,000	0%	100%
SUPPLIES	83,333	53,439	29,894	64%	36%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	100,000	0	100,000	0%	100%
TOTAL START-UP FUNDING	**298,333**	**53,439**	**244,894**	**18%**	**82%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	7,889	(2,595)	149%	-49%
SUPPLIES	16,233	434	15,799	3%	97%
CONTRACTUAL	0	0	0		
OTHER	38,000	18,018	19,982	47%	53%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**59,527**	**26,341**	**33,186**	**44%**	**56%**
INDIRECT	**83,124**	**48,774**	**34,350**	**59%**	**41%**
GRAND TOTAL FEDERAL FUNDS	**1,062,896**	**536,801**	**526,095**	**51%**	**49%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	117,081	58,143	67%	33%
TOTAL NON-FEDERAL FUNDS	**175,224**	**117,081**	**58,143**	**67%**	**33%**

Centralized Administrative Cost	7.5%
Program Administrative Cost	1.3%
Total Administrative Cost	**8.8%**

Budget reflects Notice of Award #09HP0036-02-01.

Actual expenditures include posted expenditures and estimated adjustments through 04/30/2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Yolanda Gonzales, Head Start / State Child Development Director

Date: May 24, 2017

Subject: *Agenda Item 5c :* Reorganization of Head Start Management Staff and Addition of One New Position – **Action Item**

Since 2014, the Division has been awarded the Early Head Start (EHS) San Joaquin grant, the EHS Child Care Partnership, Duration Funds, and COLA increase. Head Start has seen a significant increase in its budget.

The Head Start Management team is continually assessing and analyzing effective methods in which to deliver services to our clients. The Head Start / State Child Development Division was faced with significant changes due to the new Head Start Performance Standards (HSPPS). The HSPPS have been comprehensively revised for the first time in the history of the program. With the Head Start Model continuing to change, we have made it a priority to stay ahead of the evolving requirements.

The HSPPS require that programs ensure outcomes and impacts are measured and demonstrated. We must equip the program to successfully implement the new regulations, thereby strengthening services to children and families.

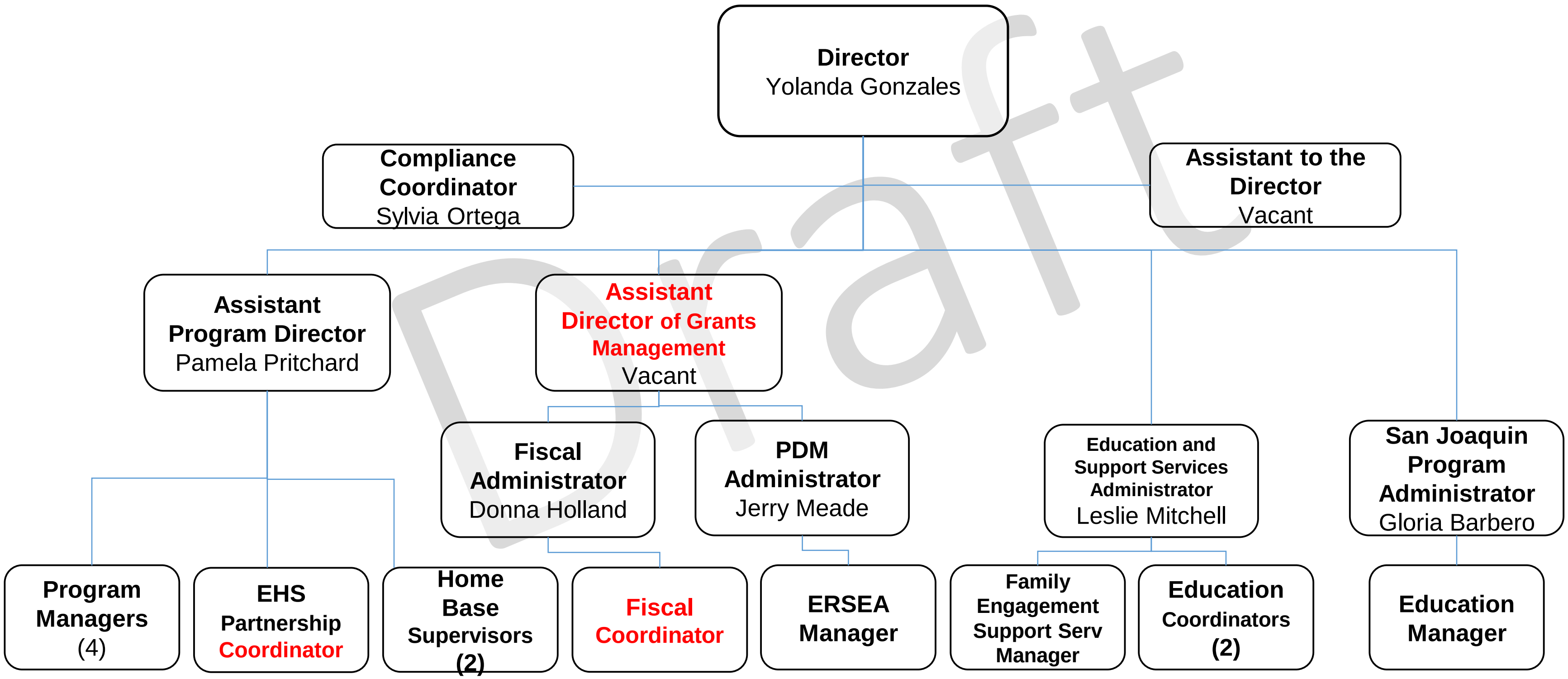
The Assistant Director of Grants Management job description is responsible for assisting the Director of Head Start / State Child Development in planning, organizing, guiding and controlling the overall grants management functions of the Division. The job description was evaluated based on the current needs of the Head Start / State Child Development Division. The salary for the Assistant Director of Grants Management is Grade 12.

Recommendation:
Staff recommends that the Budget & Finance Committee approve the reorganization of Head Start Management Staff and addition of the Assistant Director of Grants Management Position.

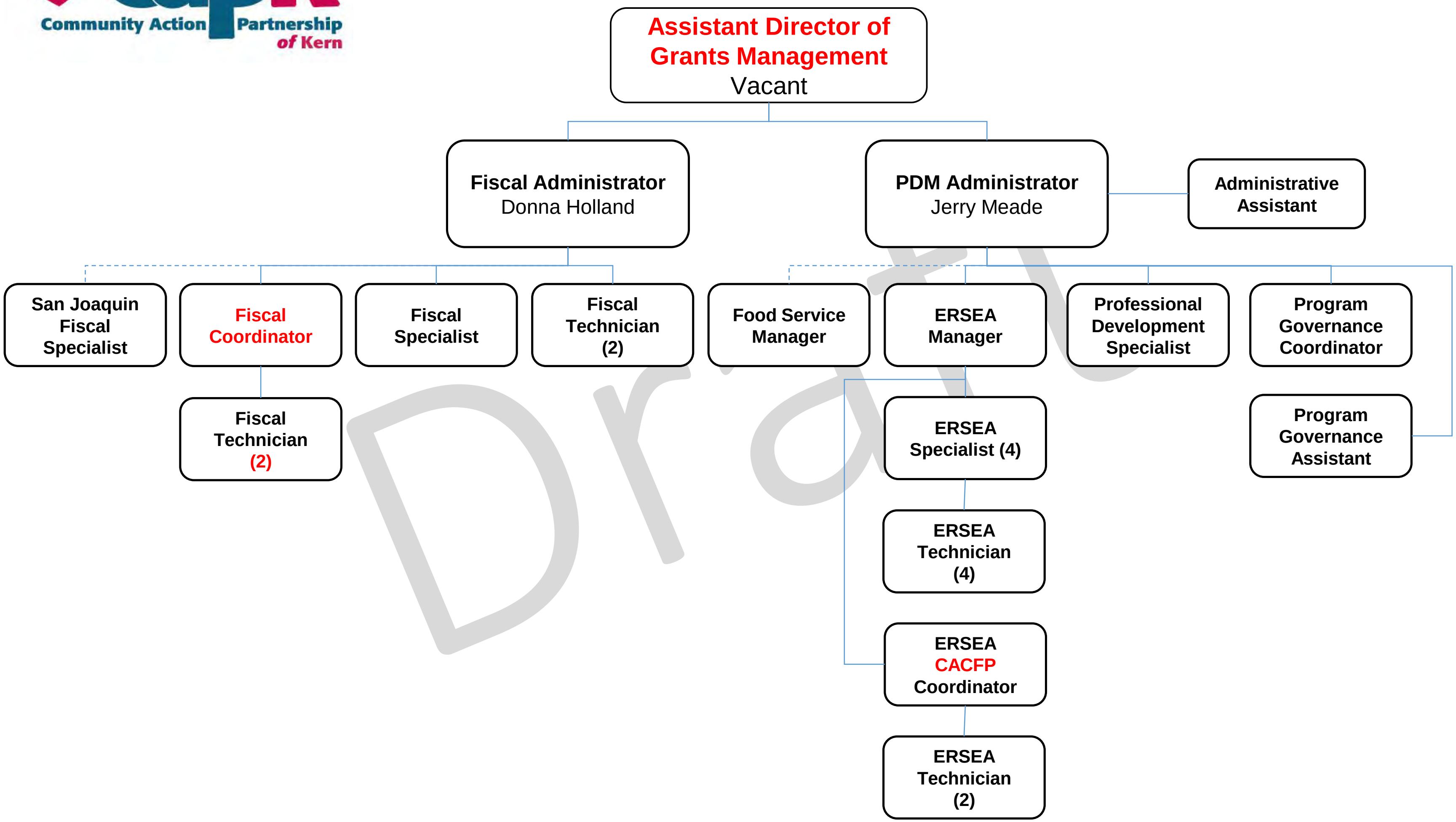
Attachment: Organizational Chart
Job Description

Head Start/ State Child Development Programs

Organization Chart with Proposed Changes



Head Start/ State Child Development Programs



COMMUNITY ACTION PARTNERSHIP of KERN
Head Start/State Child Development
Assistant Director of Grants Management

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Responsible for assisting the Director of Head Start/State Child Development in planning, organizing, guiding and controlling the overall grants management functions of the Division.

SUPERVISION RECEIVED:
Receives supervision from Director Head Start/State Child Development

SUPERVISION EXERCISED:
Direct supervision of the Fiscal Administrator and PDM Administrator.

DUTIES AND RESPONSIBILITIES:
Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Maintain an effective working relationship with the Finance Division in implementing agency accounting policies, procedures and control with the Head Start/State Child Development Division.
2. In conjunction with the Director of Finance, will act as a liaison with Head Start/State funding sources in resolving budget, financial and reporting issues.
3. Performs comprehensive financial, economic and budgetary analyses and forecasts which support functions, projects, and initiatives in financial and budgetary administration and implementation.
4. Develop and prepare budgets, budget modifications and amendments and other supporting financial analysis and schedules as required.
5. Participates in the development of State and Federal refunding applications, budgets, program plans and updated community and self-assessments, and ensures program review and updates to the Policy Council and Board of Directors.
6. Participates in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
7. Plans, develops, implements, and conducts a monthly monitoring system to include completion of all necessary documentation.
8. Provide general business and financial advice to the Director of Head Start/State Child Development on the overall operation and financial condition of the Head Start/State Child Development Division. Provide technical support and direction to Head Start/State Child Development management staff to ensure compliance with government rules and regulations

and grant/contract requirements.

9. Assists the Director of Head Start/State Child Development in formulating and administering agency policies and developing short-range and long-range goals and objectives.
10. Conduct training for Head Start/State Child Development staff on proper accounting procedures.
11. Identify financial issues; Recommend appropriate action to strengthen and enhance the financial environment.
12. Assist in the approval of expenditures within grant/program budget limits.
13. Assists with annual audits, all funding source/regulatory audits and monitoring visits and the HS Annual Self-Assessment.
14. Collaborates with support Division Directors & other management staff on complex strategic financial planning budget considerations affecting the Division.
15. Assists Division in analyzing and researching the basis for budget – expenditures variances
16. Performs special cost, trend, impact and other analysis.
17. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Generally accepted accounting principles
Applicable federal, state, and local laws, codes, and regulations
Organization and Finance division policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, general ledger database, and other related software applications

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively both orally and in writing
Maintain and organize a variety of files, records, and logs
Plan and coordinate work requiring constant alertness and considerable mental attention
Work under frequent time pressures or deadlines
Supervise and motivate a diverse group of individuals
Research and resolve financial issues and problems
Analyze financial data with successful results
Prepare accurate and concise financial statements, reports and budgets
Establish and maintain good working relationships, both internally and externally with funding sources, banks, board of directors and auditors

Exercise good or independent judgment

<u>EDUCATION AND EXPERIENCE</u>:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in accounting, business administration or related field
- Five (5) years of progressive financial accounting experience, including three (3) years of supervisory experience
- Financial accounting experience in a non-profit organization or governmental entity is preferred including familiarity with governmental accounting standards and regulations

<u>OTHER REQUIREMENTS</u>

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

<u>WORK ENVIRONMENT</u>:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors
- Noise level is quiet to moderately quiet
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Assistant Director of Finance			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			X
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED APRIL 30, 2017

	03/01/17-03/31/17	04/01/17-04/30/17	TOTAL	
BEGINNING BALANCE (NOTE 1)	419,673.76		419,673.76	
CASH RECEIPTS				
2017 Awards Banquet Donations	5,600.00	28,200.00	33,800.00	a
Donations		1,100.00	1,100.00	
Misc. Revenue	1,929.65		1,929.65	
Interest Income/Union Administrative Fee	105.04	103.34	208.38	
TOTAL CASH RECEIPTS	7,634.69	29,403.34	37,038.03	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	15.76		15.76	
Line of Credit Unused Commitment Fee	514.41		514.41	
2017 Awards Banquet Expenses	0.00	556.00	556.00	a
Staff Development Day (4/27/17) - Raffle Prizes		2,869.49	2,869.49	
Outreach		700.00 b	700.00	
Fundraising Expenses	159.00	212.63	371.63	
Miscellaneous Expenses	260.41	38.01	298.42	
Indirect Costs	41.94	437.60	479.54	
TOTAL CASH DISBURSEMENTS	991.52	4,813.73	5,805.25	
CASH PROVIDED (USED)	6,643.17	24,589.61	31,232.78	
ENDING BALANCE	426,316.93		450,906.54	

Discretionary Cash	211,772.51
Fund Raising Cash	239,342.73
	451,115.24
Add: Prepaid	4,179.42
Less: AP	(4,388.12)
	450,906.54

NOTES

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was $17,241.15.

a. As of 4/30/17, net 2017 awards banquet gain is $34,187.40 (FYE 2/28/17 = $943.40 + $33,244 for 2017/18).
b. Kern Kiwanis Club 9th Annual Golf Classic bronze sponsorship.

Date Prepared: 5/15/17

To: Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator

Date: May 01, 2017

Subject: Agenda Item VIII(a): April 27, 2017 Policy Council Report – Action Item

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The Policy Council met on April 27, 2017

The new PC members that were recently elected were voted onto their chosen subcommittees and we had one PC termination.

Ms. Holland provided a summary of the Audit that was completed for the last fiscal year. The audit is completed every year by an independent source to test the systems that are in place, the size of the program against the amount of funding, how we are safeguarding the funds we receive and to ensure that the funds are being used correctly. The report shares the responsibilities of the auditors and the program that is being audited. The auditors form an opinion on whether or not the agency is sound by reviewing all programs which function under the CAPK umbrella. No material weaknesses were discovered, no concerns of non-compliances, the agency is low-risk and there were no findings.

Mr. Meade shared on Yolanda's behalf the report from the CLASS Federal Review was received from the Office of Head Start and that the CAPK Head Start program was the highest in Region IX, which includes Hawaii, Arizona and other western states. The report also stated that our scores were above the national average for the last two reporting periods. Mr. Meade indicated that on April 27, 2017, the whole agency, including the staff from San Joaquin, will participate in a Staff Development Day which will be held at Pioneer Village. Barnes and Noble is holding a Book Fair April 28-30 to benefit non-profits in Kern County. The author of Wolf Camp and Dance will be there on April 28, from 3:30-5:00, to read to the children and sign books. Proceeds from sales will be shared with the agency in the form of a gift card which can be used to purchase materials for the centers. Mr. Meade expressed his gratitude for the commitment of the Policy Council members.

Next Policy Council Meeting will be June 29th at 5:30 in the Board Room
5005 Business Park North, Suite 130 Bakersfield, CA 93309
Bakersfield, CA 93308

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
April 26, 2017

1. **<u>Call to Order</u>** – **Chairperson, Enrique Salazar Jr.,** called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."
2. **<u>Roll Call/Set Quorum</u>** – **Secretary, Christina Bates**. Quorum was established.
   PC Members Present: Enrique Salazar, Breyona Millard, Gabriella McCutcheon, Christina Bates, Lizeth Calvo, Jason Warren, Lorena Fernandez, Jodi Sanchez, Ramona Campos, Erica Freehoffer, Ana Lester, Lindsay Harrison
3. **<u>Approval of Agenda</u>** – **Chairperson (**ACTION)**
   a. Motion for approval of the PC Agenda dated April 26, 2017, as revised, was made by Jason Warren; Gabriella McCutcheon seconded; motion carried unanimously.
4. **<u>Approval of Minutes</u>** – **Chairperson (**ACTION)**
   Motion for approval of the PC meeting minutes dated March 30, 2017, was made by Lorena Fernandez; Ramona Campos seconded; motion carried unanimously.
5. **<u>Presentation of Guests/Public Forum</u>**
   The following guests were in attendance: Alejandra Reyes Rizo, Stella Hills; Nicole Walker, Stella HIlls; Craig Dickson, Stella Hills; Edith Mederos, San Diego; Yolanda Gonzales, Director of Head Start/State Child Development; Donna Holland, Fiscal Administrator; Janelle Gonzalez, Governance Coordinator; Argelia Diaz, Program Assistant; Nadine Berry, Administrative Assistant.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **<u>Standing Committee Reports</u>** (three minutes each)
   a. School Readiness Committee – No report given. Next meeting, May 10, 2017, 5:30 p.m.
   b. Planning Committee – The Planning Committee met on April 4, 2017, and quorum was met. The committee members reviewed the Average Daily Attendance and Enrollment reports from March. There were three centers that reached 100%. Next meeting, May 2, 2017, 5:15 p.m.
   c. Finance Committee – The Finance Committee met on April 13, 2017, and quorum was met. The committee members reviewed the end of the year Budget information for all programs. Next meeting, May 18, 2017, 5:30 p.m.
   d. By-Laws Committee – No report given, Bylaws did not meet.
7. **<u>Presentations</u>**
   a. **Habitat for Humanity – Trista Carter, Home Owner Services Coordinator**
   Presentation to be given at May meeting.
   b. **Financial Report and Independent Auditor's Report – Donna Holland, Fiscal Administrator**
   Ms. Holland provided a summary of the Audit that was completed for the last fiscal year and shared how it is put together. The audit is something that is to be completed every year by an independent source to test the systems that are in place, the size of the program against the amount of funding, how we are safeguarding the funds we receive and to ensure that the funds are being used correctly. The report shares the responsibilities of the auditors and the program that is being audited. The auditors form an opinion on whether or not the agency is sound by reviewing all programs which function under the CAPK umbrella. Reviews of the types of activities and significant accounting processes. No material weaknesses were discovered, no concerns of non-compliances, the agency is low-risk and there were no findings.

8. **New Business** – **Chairperson (**ACTION)**

a. **Request to approve the termination of PC member Deanna Perea**
The Chairperson called for a motion to approve the termination of Deanna Perea. Motion made by Lorena Fernandez; Breyona Millard seconded; motion carried unanimously.

b. **Request to approve the appeal of PC member Lizeth Calvo**
The Chairperson called for a motion to approve the appeal of Lizeth Calvo. Motion made by Ramona Campos; Jason Warren seconded; motion carried unanimously.

c. **Request to approve Jodi Sanchez to the Budget & Finance Committee**
The Chairperson called for a motion to approve the Jodi Sanchez to the Budget & Finance Committee. Motion made by Gabriella McCutcheon-; Ramona Campos seconded; motion carried unanimously.

d. **Request to approve Breyona Millard to the Bylaws Committee**
The Chairperson called for a motion to approve Breyona Millard to the Bylaws Committee. Motion made by Jason Warren; Gabriella McCutcheon seconded; motion carried unanimously.

e. **Request to approve Christine Hernandez to the Planning Committee**
The Chairperson called for a motion to approve Christine Hernandez to the Planning Committee. Motion made by Breyona Millard; Jodi Sanchez seconded; motion carried unanimously.

9. **Communications**

a. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures
March 1, 2016 through February 28, 2017
b. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures
March 1, 2017 through March 31, 2017
c. Early Head Start – San Joaquin Budget vs. Actual Expenditures
February 1, 2016 through January 31, 2017
d. Early Head Start – San Joaquin Budget vs. Actual Expenditures
February 1, 2017 through March 31, 2017
e. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures
September 1, 2016 through March 31, 2017
f. Parent Local Travel & Child Care, for the period ending March 31, 2017 (English/Spanish)
g. Parent Activity Funds, for the period ending March 31, 2017 (English/Spanish)
h. Parent Meals, for the period ending March 31, 2017 (English/Spanish)
i. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships March 2017
j. Child Henrietta Weill Memorial Guidance Clinic ICHILL App
k. Kern County Aging & Adult Services 20th Annual Elder Abuse Conference
l. American Lung Association Lung Force Luncheon
m. Buddhist Tzu Chi Medical Foundation Free Clinic (English/Spanish)
n. Grandparent/Caregiver Support Group Meetings
o. Blood Lead Levels in Children: What Parents Need to Know (English/Spanish)
p. UFW Foundation Deportation Family Emergency Response Plan (English/Spanish)
q. California Department of Public Health Valley Fever (English/Spanish)
r. Policy Council Termination Letter: Deanna Perea (English/Spanish)
s. Policy Council Termination Letter: Lizeth Calvo (English/Spanish)
t. Policy Council Appeal Letter: Lizeth Calvo (English/Spanish)
u. Policy Council Planning subcommittee Meeting Minutes (English/Spanish)
v. Disposition of the Stella Hills Head Start Modular
w. Disposition of the Buttonwillow Head Start Modular
Motion made by Lorena Fernandez to receive and file items (a) – (w).

10. **Program Governance Report/Training** – Janelle Gonzalez, Governance Coordinator
    Ms. Gonzalez shared information about ReadAloud.org and how it helps build a bridge between school years during the summer. A handout was provided to those in attendance. Information from the community surveys benefits all CAPK programs, not just Head Start. The meeting in May will be celebrating the half-way point for the Policy Council members. There will be raffle prizes and an ice-breaker. The celebration is to thank the members for their service. There will be a Board Member seated on the PC, bringing the number of members to 24, which is good since we are so close to the end of the school year. Ms. Gonzalez expressed how happy she was that the members are still coming to the meetings and that she is looking forward to their continued attendance through October. She explained that the October meeting is the last one for the current members and that it is usually held at Hodel's and that the theme will be cowboy/western.
11. **Community Representative Report** – Ana Lester/Lindsay Harrison
    Ms. Lester stated that on page 30 of the original PC meeting packet there is a page with tools/apps that are very helpful. One of the apps she reported on is for the Henrietta Weill Child Guidance Clinic and it provides tips and articles for use with children under five. The Henrietta Weill Child Guidance Clinic is the only clinic in Bakersfield that assists parents with children under five. There is another app which Ms. Lester provided information on. It is called IChill. This app provides a series of mini-meditations over four different stages. Each one is only about a minute and helps bring you back to center and relax.
12. **Early Head Start Partnership Report** – Janelle Gonzalez, Governance Coordinator
    Ms. Gonzalez shared that the refunding application will be brought forward in May and that each of the three partners have requested quotes for new infant/toddler playgrounds.
13. **Board of Directors Representatives Report** – Lorena Fernandez, Board of Director's Representative
    Ms. Fernandez reported that the Board made a special presentation to Charlie Rodriguez. Mr. Rodriguez has been on the CAPK Board of Directors for 21 years. It was also shared at the Board meeting that the CLASS scores for CAPK were the highest in Region IX.
14. **Director's Report (HS/State Child Development)** – Jerry Meade, Program Design and Management Administrator
    Mr. Meade shared that the report from the CLASS Federal Review was received from the Office of Head Start and that the CAPK Head Start program was the highest in Region IX, which includes Hawaii, Arizona and other western states. The report also stated that our scores were above the national average for the last two reporting periods. Mr. Meade indicated that on April 27, 2017, the whole agency, including the staff from San Joaquin, will participating in a Staff Development Day which will be held at Pioneer Village. Barnes and Noble is holding a Book Fair April 28-30 to benefit non-profits in Kern County. The author of Wolf Camp and Dance is for everyone will be there on April 28, from 3:30-5:00, to read to the children and sign books. Proceeds from sales will be shared with the agency in the form of a gift card which can be used to purchase materials for the centers. Mr. Meade expressed his gratitude for the commitment of the Policy Council members.
15. **Policy Council Chairperson/Announcements** – Enrique Salazar Jr., Chairperson
    Mr. Salazar shared the flyer and information about Give Big Kern which is a special one-day event for the community to get together and donate to any non-profit in the county. This is the second year, and it takes place on May 2, 2017.
16. **Adjournment** – Chairperson
    a. The meeting was adjourned at 6:25 p.m. by the Chairperson.

Nadine Berry / Administrative Assistant
Completed 05.03.17

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AMERICA'S POVERTY FIGHTING NETWORK

Brochure

2017 Annual Convention Brochure

Thank you for checking for our 2017 Annual Convention brochure. It will be released soon. In the meantime, you should have received our 2017 Annual Convention Save the Date postcard.

Front of postcard depicting Philadelphia skyline and text that reads, Community Action: Transforming Communities, Changing Lives, Community Action Partnership's 2017 Annual Convention, August 29-September 1, Philadelphia Downtown Marriott, Philadelphia, PA

Back of postcard reading: Save the Date! Community Action Partnership's 2017 Annual Convention, August 29-September 1, Philadelphia Downtown Marriott, 1201 Market Street, Philadelphia, PA, 19107, for more 2017 Annual Convention information visit communityactionpartnership.com, follow #CAPartnership on Twitter and use #CAPCon17.